



ESTABLISHED 1872

**PIKE INDUSTRIES, INC.**  
**SAFETY MANUAL**  
**2018**

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**PRESIDENT'S MESSAGE**

Employee Safety and Safe Work Practices are core to the management of Pike Industries. In fact, **having our team go home safely, is the most important thing we can do, every day.**

**Our Safety Program is designed to be a guide to the Safety and Health of all Pike employees in order to protect life, health, property, and to provide safe working conditions for all of us.**

**We are concerned about your finger, your eye, your limb and your life, as well as those of your fellow employees, both at work and at home. An accident is a NO WIN situation for everyone and it is almost always accompanied by pain and tragedy.**

I am personally committed to a goal of **ZERO INCIDENTS** at Pike Industries and I hold us all responsible for reaching that goal.

Sincerely,

A handwritten signature in black ink, appearing to read 'C. Zimmermann', with a long horizontal flourish extending to the right.

Christian Zimmermann  
President  
Pike Industries  
New England Group

## **INTRODUCTION**

Safety is a core value for everyone within the company. In order to build a consistent attitude about safe work habits, everyone must start each day believing in the **Zero Incident** philosophy.

A Zero Incident Attitude...

- Safety is planned into every task.
- Safety is a team approach.
- Safety is achieved through prevention and awareness.
- Safety is openly communicated and practiced.

All daily work tasks can be completed without incidents by pre-planning, communication, and building safety into each activity. Individual safety can be achieved by following safety rules, regulations, and making sure safety is thoroughly considered before beginning any assigned task.

To ensure the safety of our employees, the following **GOLDEN RULES** should be reviewed each day before starting work:

- Plan safety into every task (JSA).
- Always use proper personal protective equipment (PPE).
- Correct unsafe conditions immediately.
- Only use tools or equipment in good working order and designed for the task being performed.
- Never commit an unsafe act.
- Look out for the well being of your fellow employees.
- STOP when unsure.

The health and safety of our employees is critically important. Our Safety Program will help us achieve our goal of having each employee return from his/her scheduled shift without incident.

## **GENERAL SAFETY RULES**

- Know the Emergency Response Procedures and Emergency Contacts (fire, police, ambulance, etc.) at your work location. In most cases dialing 911 will contact you with emergency personnel.
- Alcohol and drug use, sale, distribution and possession while on Company property, job site or operating Company equipment or being under the influence of alcohol or drugs during work hours is strictly prohibited.
- Seatbelts shall be worn **at all** times while operating vehicles or equipment, if provided with such, unless the vehicle or equipment is not equipped with ROPS.
- Always use your headlights, day or night.
- Bypassing or tampering with safety devices and warning systems is strictly prohibited.
- Use of cell phones must be done hands free. **Texting and the use of computers while driving a company vehicle is strictly prohibited.**
- Horseplay will not be tolerated.
- Use proper lifting techniques. Use your legs instead of your back.
- Always stay clear of slings, cables, wire rope, and chains under tension.
- Never stand or work under hoisted or suspended loads.
- Compressed air or other gases are not to be used to dust off clothes or directed at another employee.
- Loose fitting clothes or jewelry which may get caught in machinery or equipment shall not be worn.
- Perform an inspection of all tools, machinery and mobile equipment and personal protective equipment (PPE) prior to use or operation.
- Never use defective or damaged chisels, hammers, punches, wrenches or other tools and equipment.
- Do not use tools beyond their rated capacity.
- Use the right tool for the job.
- Know the locations of the facilities eyewash stations, fire extinguishers and first-aid kits.
- Know the location and proper use of all fire-fighting equipment.
- Promptly replace a fire extinguisher that has been discharged.
- Fire extinguishers shall be checked on a monthly basis and shall be certified annually.
- Guards shall not be removed except when necessary to make adjustments or repairs. Guards shall be replaced immediately upon completion of work and prior to starting equipment. Never operate a machine unless all guards provided are in place.
- Lock-out and Tag-out, and TEST all equipment and machinery prior to working on it.
- Weapons of any kind are not permitted on Company property.
- Never ride on mobile equipment other than in the seat provided.
- Electrical work shall only be performed by qualified personnel.
- Obey all MSHA, OSHA, EPA and DOT regulations.

## **COMPANY RESPONSIBILITY**

Pike Industries is committed to promoting a safe workplace. The Company shall provide for:

- A safe and healthful workplace for all employees.
- Maintaining an effective Safety Program.
- Training employees to perform their job effectively, efficiently and safely.
- 

## **EMPLOYEE RESPONSIBILITY**

All employees must take responsibility for making the safety of our workplace their core value. All employees shall:

- Report to work in good mental and physical condition to carry out assigned duties in a safe manner.
- Understand and abide by all Safety policies, directives, guidelines, Best Practices, rules and regulations.

- Report any vehicle accident, personal injury or property damage to your supervisor immediately.
- Report all unsafe equipment or conditions to your supervisor immediately.
- Be familiar with, and actively utilize, the manufacturer's operational and safety recommendations contained in equipment manuals.
- Actively participate in Tool Box Talks and other training provided by the Company.
- Look out for the well being of fellow workers and contractors, customers, visitors and the general public at our facilities and job sites.
- Stop unsafe acts or practices being performed by any employee, contractor or visitor.
- Wear appropriate Personal Protective Equipment as required for the task being performed.
- Plan safety into every task being performed (JSA).

### **JOB SAFETY ANALYSIS (JSA) - "THINK" Program**

Job Safety Analysis (JSA) is a process to prevent accidents by improving employee skills and awareness through an organized process. At Pike Industries the THINK Program is our JSA process. This process involves breaking down a particular job into a series of simple steps. In each of these steps, hazards are identified and documented. After these hazards are identified, then solutions and recommendations need to be developed and implemented in order to minimize or eliminate the hazards. The THINK Program uses the following JSA process:

- Identify all the steps necessary to perform the task
- Determine the resources (tools, equipment, people, etc.) necessary to perform each step
- Identify the potential hazards associated with performing each step of the task
- Determine what can be done to minimize or eliminate the potential hazards that have been identified
- Implement the suggestions for reducing or eliminating the potential hazards

All employees shall perform a Risk Assessment (THINK) prior to performing any new, unfamiliar, or non-routine task and/or when site conditions, work procedures, equipment, personnel, or weather conditions change.

When working as a team of two or more people (including vendors, subcontractors, and hired haulers) the Group THINK Form will be used in order to ensure that there is appropriate communication among all individuals involved in the task.

The JSA is the structure of the "**Think it through, before you do**" mentality and the THINK form will guide you through the process.

### **ACCIDENT AND INCIDENT REPORTING**

Accidents, either personal injury, vehicle or property damage, must be reported to your supervisor immediately. Pike Industries accident reports [LMP 28, 28A, 29 & 29A], as well as local and state reports, must be completed and sent to the Risk Manager on the same day that the incident occurs. The Company will fulfill other reporting obligations.

In accordance with specific state regulatory requirements and the Company's Temporary Alternate Duty (Return-to-work) policy, no employee will be allowed to take time off from work because of a workplace injury without written direction from the doctor or permission from his or her supervisor and the Safety Department. Failure to obey this rule is cause for dismissal. The Company also requires employees to provide written authorization from their doctor, prior to return to work, stating any limitations appropriate to their ability to perform work safely and to ensure that the performance of their work does not pose a safety hazard to the employee or fellow employees.

Any motor vehicle accident involving others or having estimated property damage in excess of \$500 must be reported to the local or state police in the area. Failure to do so will subject an employee to disciplinary action.

**TEMPORARY ALTERNATE DUTY (Return-to-Work)**



In the event that an employee sustains an injury at work in which a medical professional assigns work restrictions, the Company will make every attempt at finding a suitable temporary alternate duty job if the employee is unable to perform their regular job function. This temporary assignment will conform to all medical restrictions/limitations placed on the employee by the treating physician and employees are required to report to the workplace and perform these assignments. During this temporary alternate duty assignment period, your regular pay and benefit contribution will remain unchanged. Should an employee be assigned to a temporary alternate duty position and they become aware that they are performing tasks beyond their restrictions/limitations, the employee should notify their supervisor and the Pike Risk Manager.

Refer to the Supervisor’s EHS Procedural Manual for additional details and information.

**DRUG AND ALCOHOL TESTING**

Drug testing for Reasonable Suspicion, and Random Screenings are covered in the Employee Manual.

**Testing Requirements**

1. Post-Accident

Type of accident involved	Citation issued to the CMV driver	Test must be performed
i. Human fatality	YES NO	YES YES
ii. Bodily injury with immediate medical treatment away from the scene	YES NO	YES NO
iii. Disabling damage to any motor vehicle requiring tow away	YES NO	YES NO

**HOUSEKEEPING**



Good housekeeping is an essential element in the elimination of accidents. The proper storage of materials, waste, chemicals, tools and equipment can greatly reduce the likelihood of slips, trips, falls, fires, and other accidents.

All employees shall assist in maintaining the good housekeeping at our plants, crushers, shops, yard areas, job sites, vehicles and equipment at all times. Taking pride in the neat appearance of our facilities, job sites and equipment is an important part of our public image and employee morale.

### **WORKPLACE EXAMINATION**

All equipment (PPE, tools, machinery, equipment, etc.) shall be inspected on a daily basis before each use and report all defects to your supervisor. Defects on any PPE, equipment, machinery, and tools that affect safety shall be corrected in a timely manner. Any equipment that is found to be immediately dangerous to the user shall be tagged, taken out of service and shall not be used until it is repaired or replaced.

### **PERSONAL PROTECTIVE EQUIPMENT (PPE)**

Employees may be exposed to uncontrolled hazards in the workplace which could result in injury or impairment. The Company will try to eliminate or minimize the uncontrolled hazards through engineering or administrative controls. At times these controls are not feasible or unreasonable to institute. In such circumstances, employees may be required to use PPE to reduce the risk of injury or impairment. Employees shall store, use and maintain PPE in a sanitary and reliable condition and in accordance with the manufacturers specifications and design. Alterations to any safety equipment by employees will not be permitted. Failure to use the appropriate PPE as required by federal regulation or Company policy increases the risk for injury and is grounds for disciplinary action up to and including termination.

Most PPE will be provided at no cost to the employee. Keep in mind that improperly fitted PPE often creates hazards, therefore, size and style variations will be made available. Employees should see their supervisor in the event that the proper PPE is not available or if they are in need of something additional.

### **Eye and Face Protection**

Common activities that require the wearing of eye and face protection include any form of mechanical or gas cutting, grinding, sawing, welding, chemical handling, general equipment/vehicle maintenance, activities in and around the immediate location of asphalt plants and aggregate producing activities, or when operating or working around heavy equipment which have the potential to generate airborne debris. **This is not an all inclusive list and specific site conditions may warrant the use of eye and face protection.**

A **welding helmet** with an appropriately shaded lens is required when an employee is performing welding activities. A **face shield, safety glasses or safety goggles** are required when there is any possibility of injury from flying particles, chips or sparks, or from splashes of liquids such as asphalt, acids, caustics or solvents, and from dust. Torch cutting, saw cutting, and grinding activities require the use of safety glasses and a face shield.

Safety glasses (prescription or otherwise) will meet the requirements of ANSI Z87.1 as indicated by the Z87.1 logo stamped on the frame of the glasses. Prescription glasses with plastic lenses, while often referred to as safety glasses, do not necessarily meet these requirements. Contact lenses are not an accepted form of safety eyewear and in fact may worsen the extent of injury by trapping small particles or absorbing hazardous liquids.

**Non-ANSI approved prescription glasses are not considered eye protection and shall not be worn where safety glasses are required.** Employees wearing non-ANSI approved prescription glasses must wear appropriate safety glasses or safety goggles over their prescription safety glasses when entering into areas requiring safety glasses.

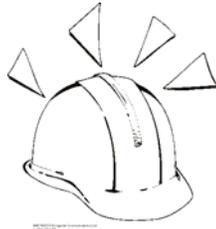
Employees performing welding and cutting operations shall use the appropriate shaded safety eyewear. Everyday glasses do not meet the required protection standards for welding and cutting operations. Refer to Welding, Cutting & Heating for further information.

Please consult the Employee Handbook for information regarding prescription eyeglass reimbursement.

### **High Visibility Clothing**

The ability to be seen is a critical component in keeping yourself out of harms way. When others can easily spot your whereabouts you are less likely to be involved in an accident. As such it is Pike policy that all Crushing and Asphalt plant personnel shall wear a high visibility shirt or safety vest so designated by the Vice President of Aggregates or HMA. All Pike personnel on a construction or paving/milling project shall wear an ANSI Class III shirt or safety vest at all times along with ANSI Class III pants during night work. Or, class III Gators may be used, if approved by the VP of Construction and the Local Field Safety Coordinator. All Traffic Control personnel or any other personnel conducting traffic control duties, shall wear an ANSI Class III shirt or safety vest along with ANSI Class III pants at all times, day or night.

### **Head Protection**



**Hard Hats** have long been a symbol of safety. Individuals seen wearing a hard hat exude (project) a higher level of safety consciousness (awareness) and professionalism to co-workers, visitors, and the general public. More importantly, hard hats provide for protection from impact penetration and from falling and flying objects. **Head protection shall be worn by employees and visitors at all times in designated Hard Hat Areas or in any area where there may be a danger of falling objects.** Designated Hard Hat Areas within Pike where hard hats must be worn at all times include Crushing and Screening facilities, mining operations, Asphalt plants, construction jobsites, equipment shops and paving/milling operations. Shop employees, and their helpers, may wear bump caps while working in equipment shops. Employees working within fully enclosed cab vehicles or equipment shall not be required to wear hard hats while in the vehicle or equipment. Hard hats shall conform to ANSI Z89.1-2003 specifications and may NOT be altered and must be worn as designated.

## **Hearing Protection**



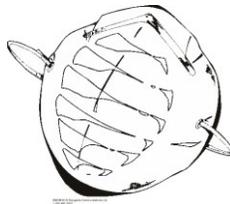
As far as is feasible, the Company will implement accepted engineering or administrative practices to reduce worker exposure to noise within permissible sound levels. When not feasible, worker exposure to noise will be reduced through the use of hearing protectors. Employees exposed to noise levels at or above 85 dB shall be enrolled in the Hearing Conservation Program and will be required to wear hearing protection. Areas where employees are most likely to be exposed to elevated noise exposures are at asphalt plants and crushing facilities and also in the operation of construction and paving equipment.

### **Keep in mind:**

- As a general guide, if you must shout to be heard then you are in an area that requires hearing protection.
- If your earplugs have been properly inserted, cupping your hands over your ears will not result in additional noise reduction.
- Do not use earplugs if you are prone to ear infections or earwax buildup. Earmuffs must be considered in these cases.
- Earplugs must be properly inserted and worn. Hands and plugs should be clean prior to use. Follow these steps for maximum effectiveness:
  1. Slowly roll and compress the plug into a very thin, crease-free cylinder. (Don't worry about hurting the plug, it was designed to be tightly compressed).
  2. While compressed, insert the plug well into the ear canal. Fitting the plug is most effective if the ear lobe is pulled outward to open and straighten the ear canal and the plug is inserted with the other hand.
  3. With your fingertip, hold the plug in place until it begins to expand and reduce the noise.
  4. Quality and fit may be estimated by observing how the plug rests in your ear. If you are unable to check on your own, ask a co-worker for assistance. Earplug fit can be tested in the presence of noise by alternately covering and uncovering the ears with tightly pressed hands. With properly fitted plugs the noise levels should seem nearly the same whether or not the ears are covered.
  5. There are circumstances in very loud atmospheres, >105 dB, where the wearing of dual hearing protection (ear plugs and muff) is required. Please contact the Safety Department on clarification of areas that would require dual hearing protection.

Refer to the Supervisor's EHS Procedural Manual for additional details and information.

## **Respiratory Protection**



When feasible, Pike Industries, Inc. will implement accepted engineering or administrative practices to control exposure to harmful airborne contaminants in excess of permissible exposure limits. When not feasible, worker exposure to harmful airborne contaminants will be reduced through the use of MSHA/NIOSH approved respirators. Selection of respirators shall be done in accordance with ANSI Z88.2 and guidance from the Safety Department. All employees who are

required to wear a respirator will be required to participate in the Company's medical clearance and surveillance program. Pike allows employees to voluntarily wear filtering face pieces (dust masks) when there are nuisance levels of contaminants. Consult your Local Field Safety Coordinator for further guidance.

**Keep in mind:**

- If the respirator is not on your face, it shall be stored in a sealed bag.
- Used but still functional cartridges shall be stored separately.
- Respirators shall not be shared among employees.
- All workers required to wear respirators shall be clean shaven. MSHA and OSHA have determined that beards and other facial hair may impair the proper function of respiratory devices.
- Employees required to wear a respirator will have to be fit tested to ensure a proper seal between the mask and employee's face.
- Each time a respirator is donned it shall be positively and negatively pressure tested to ensure a proper seal.
- All respirators have limitations; refer to the manufacturer's specifications.

Refer to the Supervisor's EHS Procedural Manual for additional details and information.

**Foot Protection**

Safety-toed footwear is required to prevent injury to the feet from falling objects and other situations that could result in crushing injuries to the foot. In certain situations, metatarsal (instep) guards are available which attach to ordinary safety-toe footwear, increasing the protection.

Safety-toed footwear shall be worn by all employees when working at Crushing and Screening facilities, Mining operations, Asphalt plants, Maintenance shops, Paving operations, Construction projects, Truck Driving, Quality Control and Traffic Control functions including Flagging. This includes equipment operators, in-plant truck drivers and delivery truck drivers. Management and administrative personnel who in the performance of their duties enter into any of the designated safety shoe areas listed above, will also wear safety-toed footwear.

With a significant number of ankle injuries occurring at Pike, employees are expected to have their shoes appropriately laced when on duty to provide adequate ankle support.

Safety-toed footwear shall meet the design standards of ASTM F2413-11. Safety-toed footwear shall be of leather construction and extend above the ankle. Hiking boots and sneakers, even if they conform to either of the above referenced ASTM design standards, are not allowed under any circumstances.

Please consult the Employee Handbook for information regarding safety toed footwear reimbursement.

**Fall Protection**

Safety Harnesses and lifelines shall be worn when working on unprotected elevated structures or equipment or when there is any danger of falling. A Body Belt is an unacceptable form of PPE except, for example, when seated in a pickup truck retrieving cones in work zones.

The current regulations are as follows:

- MSHA – whenever there is a danger of falling;
- OSHA (General Industry) – 4 feet or greater above the lower level;
- OSHA (Construction) – 6 feet or greater above the lower level

Employees walking/working on surfaces with an unprotected side or edge which meets the criteria above shall be protected from falling by the use of guardrail systems or personal fall arrest systems. Exceptions to the above criteria will be made in accordance with federal regulations and typically include work off ladders, mobile equipment, scaffolds and steel erection. Personal fall protection shall consist of a full body harness and shock-absorbing lanyards with locking type snap hooks.

- All components of a fall arrest system (anchorage, harness, lanyard, etc.) shall be inspected prior to each use.
- Lanyards shall be secured above the point of operation to provide for a fall of no greater than 6 feet. In certain situations, additional freedom of movement may be obtained through the use of fall blocks.
- Workers shall secure themselves to a new anchor point before disconnecting from the old anchor point.
- Unless specifically designed, lanyards shall not be tied back onto themselves. Anchor straps, carabineers, and other connecting devices are designed for this purpose and shall be used.
- At no time shall a knot be tied in any lanyard as this reduces its strength
- An appropriate lanyard and full-body harness shall be used in the operation of any man lift.
- Lanyards shall be stored in a dry place and out of direct sunlight.
- Full body harnesses shall be hung by the back D-ring when in storage.
- All anchorage/tie-off points must be capable of holding 5,000 pounds, or be part of an engineered system.
- Lanyards and belt shall be used and secured when picking up cones out of pickup trucks.

### **Hand Protection**



Cuts and scrapes to the hands are a leading cause of workplace injuries. These injuries can be greatly reduced through the use of appropriate work gloves throughout the entire task. Work gloves shall be worn by all operational personnel when performing tasks such as cutting, welding, and material handling that could result in injury such as burns, cut, scrapes, or pinch hazards. In most cases leather palmed work gloves are adequate to reduce the potential for hand injuries. In some cases specialty gloves for heat, chemical use, or cut resistance (Kevlar) may be necessary. A job hazard analysis must be performed to determine the appropriate type of hand protection necessary prior to undertaking a task that requires special dexterity, fine motor skills or in cases where regular leather palmed work gloves would interfere with the ability to perform the task. Numerous glove options are available that can satisfy any situation and shall be employed. Consult your local Field Safety Coordinator for further guidance.

### **Quality Control Laboratories**

Employees working in Quality Control Laboratories can experience safety hazards while performing such functions as testing aggregates, asphalt, HMA, and recycled materials. It is therefore Company policy that the PPE to be used in laboratories is as follows:

#### **Eye Protection**

- Safety glasses with permanent side shields are required when performing laboratory procedures.
- Full face shield is required when transferring solvents and/or hot asphalt liquid from one container to another when the source container is above face level or, when working with an ignition oven or a laboratory style aggregate crusher.

**Hand Protection**

- Chemical resistant gloves are required when solvents or other hazardous chemicals (as noted in the SDS sheet) are used.
- Heat resistant gloves or sturdy work gloves are required when handling hot molds or pans and working in ovens.

**Foot Protection**

- Safety-toed boots are required when working in the lab or out in field operations.

**Hearing Protection**

- Hearing protection must be worn in all work areas posted for hearing protection. Additionally, hearing protection shall be worn in the area of the Marshall Compactor, aggregate sieve shakers (Gilson or Maryanne), laboratory aggregate crusher, proctor hammer, etc.

**Long Sleeves**

- Heat Resistant Long Sleeve jackets shall be worn when transferring hot asphalt or working with an ignition oven.

## FIRE SAFETY AND PREVENTION



Most locations within our operations contain potential fire hazards and have been designated as **NO SMOKING** areas. In addition, all offices, company vehicles or equipment and other enclosed work areas have been designated as **NO SMOKING** areas through the Company's **SMOKING POLICY**. It is your responsibility to know these locations and comply with the Company's **SMOKING POLICY**. Refer to the Employee Manual for additional details and information.

### Fire Prevention

- All exits and fire equipment must be kept visible and free of obstructions.
- Do not smoke or have open flames in designated **NO SMOKING** areas.
- Do not smoke or have open flames around gasoline, parts cleaners, fuel oil, greases, or other combustible or flammable materials or while fueling equipment.
- Equipment powered by gasoline engines must be turned off during refueling.
- Use only approved containers for handling and storing combustible and flammable liquids.
- Immediately replace any cap from a flammable liquid container after use.
- Take safeguards during welding, cutting and grinding operations: inspect the area and know where sparks from the operations are going. Always have a Fire Extinguisher nearby to protect combustibles in the work area. Always check the work area afterwards to make sure no fire has developed.
- Parts cleaning covers must be kept closed on all parts stations when not in use.
- Gasoline or diesel may not be used for cleaning parts or equipment nor applied to the skin as a cleaner.
- Know the location of fire extinguishers and how to use them. Be certain to use the proper extinguisher.
- Never return an empty or partially used fire extinguisher to its station. Tag it and turn it in for recharging. Report all extinguishers that have broken seals so it can be replaced.
- Fire Extinguishers must be inspected and initialed on the tag once a month.
- In case of a fire, **call 911**. If appropriate, attempt to extinguish the fire.

### **Fire Fighting**

Most fires, if detected early, can be put out with a hand held fire extinguisher. However, use good common sense before you attack a fire and if there is any possibility of the fire getting out of control. Protecting Company property WILL NOT be done at the expense of employee safety.

- Be sure you know how to operate your fire extinguisher and know the proper technique for fighting fires.
- Be sure you have an unobstructed escape route should you fail to extinguish the fire.
- Know what materials are burning and be sure the extinguisher you are using is capable of fighting the fire. **IMPORTANT! USING THE WRONG TYPE OF EXTINGUISHER FOR THE CLASS OF FIRE MAY BE DANGEROUS!**
- Consider the possible danger posed by hazardous or highly flammable materials near the fire area.
- Determine if a fire extinguisher is capable of extinguishing the magnitude of the fire.

It is reckless to fight a fire under any other circumstances. Instead, leave immediately, closing all doors leading to the fire area as you exit. Call 911 or follow the posted emergency procedures.

### **Fire Extinguishers**



Fire extinguishers are tested by independent testing laboratories and are labeled for the type of fire they are intended to extinguish. There are four classes of fires. All fire extinguishers are labeled, using standard symbols, for the classes of fires they can be used to fight. A red slash through any of the symbols tells you the extinguisher cannot be used on that class of fire.

**Class A Fires** – Ordinary combustibles such as wood, cloth, and paper.

**Class B Fires** – Flammable liquids such as gasoline, oil, and oil-based paint.

**Class C Fires** – Energized electrical equipment – including wiring, fuse boxes, circuit breakers, machinery, and appliance.

**Class D Fires** – Combustible metals – such as magnesium or sodium. Extinguishers for Class D fires must match the type of metal that is burning.

**WARNING:**

**It is very dangerous to use water or an extinguisher labeled only for Class A fires on an oil, grease or electrical fire.**

**Types of Fire Extinguishers:**

Depending on their intended use, portable fire extinguishers store specific extinguishing agents which are expelled onto the fire when used.

- Pressurized water models are appropriate to use on Class A fires only. These must never be used on electrical or flammable liquid fires.
- Carbon dioxide extinguishers contain pressurized liquid carbon dioxide which turns to a gas when expelled. Do not come in contact with the gas as it may freeze your skin. These models are rated for use on Class B and C fires, but never hesitate to use carbon dioxide extinguishers on a Class A Fire. Carbon dioxide is not corrosive.
- Dry chemical extinguishers blanket burning materials with powdered chemicals. In some models, the chemicals are expelled by pressure supplied by a separate gas filled cartridge. The dry chemicals used are corrosive.
- In general, Pike Industries, Inc utilizes multi-purpose dry chemical extinguishers which are appropriate for fighting Class A, B, and C fires. Every effort should be made to purchase multipurpose extinguishers.

**How to Operate a Portable Fire Extinguisher:**

Keep you back to an exit and depending on the size of the extinguisher, start 10 to 20 feet away from the fire and follow the following **PASS** procedure.

- **P**ull the pin. This unlocks that operation lever and allows you to discharge the extinguisher. Some extinguishers may have other lever-release mechanisms.
- **A**im low. Point the extinguisher hose (or nozzle) at the base of the fire.
- **S**queeze the lever above the handle. This discharges the extinguishing agent. Releasing the lever will stop the discharge.
- **S**weep form side to side. Moving carefully toward the fire, keep the extinguisher aimed at the base of the fire and sweep back and forth until the flames appear to be out. Watch the fire area. If the fire re-ignites, repeat the process. Always be sure the fire department inspects the fire site, even if you think you've extinguished the fire.

**WARNING:**

**Portable fire extinguishers discharge faster than most people think – many within 15-30 seconds. If you are unsuccessful in controlling the fire, leave the area at once.**

#### Fire Extinguisher Maintenance:

Fire extinguishers shall be periodically inspected and maintained. In general, one employee from each location is assigned the responsibility of performing monthly inspections. As part of the monthly site inspections, such individuals must check to ensure that the:

- Pin is in and secured.
- Extinguisher is fully charged.
- Hose is free of obstructions.
- The yearly inspection tag is intact.

To document that the mandatory monthly inspection was performed, the employee performing the inspection will date and initial the back of the yearly inspection log in the block when the monthly inspection was performed.

An annual inspection of the fire extinguisher is also required. The yearly inspection is a more detailed evaluation of the condition and functionality of the fire extinguisher and this inspection is generally conducted by an outside vendor. If a fire extinguisher is identified to be more than 12 months beyond its last annual inspection than the employee should tag and bring the extinguisher to his/her supervisor and replace the extinguisher with one that is ready for service.

Should you become aware of a fire extinguisher which is not in compliance with these requirements, tag it out of service, and notify your supervisor immediately.

### WEATHER CONDITIONS

Employees may be exposed to extreme weather conditions. This may include hot, sunny days during the summer months and cold, snowy days during the winter months. Precautions should be taken to minimize the effects of these extreme conditions on your body.

#### Cold Weather

Employees may be required to work during the winter months and be exposed to cold weather conditions. Employees should wear insulated clothing and dress in layers. During extremely cold weather, you should attempt to cover or protect all exposed skin. You should be aware of frostbite symptoms, skin discoloration and lack of feeling or sensation. Should you experience frostbite symptoms, immediately get into a warm area, notify your supervisor and the Pike Risk Manager, and seek medical treatment if necessary.

#### Warm Weather

Working in warm temperatures during the summer months may increase your body temperature. An increase in body temperature can affect mental alertness and physical performance. Heat tends to increase the potential for experiencing an accident due to such factors as sweaty palms, dizziness and fogged glasses. Added precautions should be taken during the summer months to avoid Heat Stress Disorders.

Heat Stress disorders such as heat stroke and heat exhaustion are more likely to occur among workers who have not adjusted to this environment. Every employee should be aware of and observe each other for signs of heat stress during the year.

**It is important to drink plenty of fluids like Gatorade and water (one cup every fifteen to twenty minutes). Gatorade and other “sport drinks” are a good source to replenish electrolytes in your body. Limit your intake of caffeine (coffee, soft drinks, etc.) as it tends to dehydrate your body.**

**Heat Stroke** is a type of heat stress that occurs as the temperature of the body rapidly rises. This is very dangerous and should be dealt with **immediately**. Heat stroke can be fatal if the affected individual is not given the appropriate treatment.

Symptoms of heat stroke include confusion, convulsion, hot dry skin, high temperature (may feel chilled), incoherent speech, staggered gait, lack of sweating and unconsciousness.

When a person has heat stroke, the body's ability to sweat becomes impaired which in turn increases the body's core temperature. If the situation is not **quickly** reversed it can be fatal.

**Treatment:** Call for medical assistance immediately. Do not wait for medical help to arrive to begin treatment. Move the victim to a cool, shaded environment and allowed to rest by lying down. If available, submerge the victim in chilled water. If you are unable to submerge the victim, wrap the individual in a thin, wet sheet and fan continuously, adding water periodically to keep the sheet wet.

**Heat Exhaustion** is type of heat stress which occurs when lacking sufficient water and/or salt in the body. The body becomes dehydrated which decreases the blood circulation.

Symptoms of Heat Exhaustion include clammy skin, confusion, dizziness, light headed, fatigue, heat rash, fainting, nausea, profuse sweating, slurred speech, weak pulse.

**Treatment:** A victim of heat exhaustion should be moved to a cool, but not cold, and shaded environment and allowed to rest by lying down. Fluids should be taken slowly and steadily by mouth until the urine volume indicates that the body's fluid level is in balance.

### **Sunlight Exposure**

During the summer months it is also important to remember that you are exposed to powerful rays of sunlight. Listed below are a few common sense rules to follow to minimize sun exposure and the harmful effects it can have on your skin:

- Wear a hat and sun glasses (tinted lens safety glasses are available).
- If you can handle the discomfort, wear a long sleeve shirt (cotton).
- Use a sun block, the higher the SPF rating the better.

### **STRETCHING**

Much of the work that our employees perform is considered heavy manual labor. Stretching prior to performing manual labor has been shown to ready your muscles and thereby reduce stresses and strains on your body. Pike has educated our employees on the benefits of stretching and it is the expectation that all operational personnel will perform stretching exercises prior to the start of their shift and office/administrative personnel will perform stretching exercises during the course of each day. It is also expected that if you have been operating equipment or sitting for an extended period of time (90 minutes) that you will perform stretching exercises periodically throughout the day.

### **SAFELIFTING**



A significant source of back injuries, muscle strains and other injuries is a result of improperly lifting awkward, bulky or heavy loads. Always get help from a fellow employee or use a mechanical aid (forklift, crane, hand truck, etc.) whenever lifting large loads. If you must lift material manually, observe the following techniques:

- Plan your lift in advance. Make sure that your path of travel is clear and free from obstructions and other trip hazards.
- Approach the load and size it up (weight, size and shape). Consider your physical ability to handle the load. If you are unsure if you are able to lift the load, get help. No one may lift more than 50 lbs alone or without mechanical assistance.
- Spread your feet apart to make yourself more stable; one foot may be placed ahead of the other.
- Keep the object close to you.
- Keep your back straight, your chin in and bend your knees to the degree that is comfortable. Avoid bending at the waist.
- Get a good handhold on the object.
- Lift the load straight up smoothly and evenly. Push with your legs, keep the load close to your body and keep your back straight.
- Make the lift in a smooth motion. Jerky lifts double the stress on the body.
- Lift the object into the carrying position, making no turning or twisting movements until the lift is completed. Never turn at the waist.
- Once you have looked over your path of travel to make sure it is clear, turn your body by changing the positing of your feet. Stack material (in your arms, hand truck, etc.) in such a manner as to permit a full view of where you are walking.
- Setting the load down is just as important as picking it up. Use your legs; comfortably lower the load by bending your knees. When the load is securely positioned, release your grip.

## **FIRST-AID / CPR / AED / BLOOD BORNE PATHOGENS**

First aid stations are located at each plant and with each construction crew. These stations contain medical supplies for minor injuries only. There must be at least one person at each facility/project trained in First Aid and CPR. All injuries beyond minor first-aid should be reviewed by professional medical personnel for treatment. All injuries shall be reported to your supervisor immediately and forward a copy of the completed form LMP-28 and LMP-28A to the Claims Administrator.

Many of Pike's operations have been equipped with an Automated External Defibrillator, or "AED" as they are more commonly known. An AED is a medical device that Emergency Medical Personnel or trained first-aiders can use to help with the initial treatment of sudden cardiac arrest (heart attack). The AED will supply an electrical impulse that will either "jump start" the heart or bring it back to a normal rhythm. Only trained personnel are allowed to respond with and use an AED.

### Blood Borne Pathogens

**Individuals that are trained in First-Aid and CPR and that are expected to respond to employee illnesses or injuries shall take precautions to minimize the exposure to bodily fluids. Bodily fluids do not include feces, nasal secretions (runny nose), saliva, sweat, tears, urine and vomit unless they contain visible blood. Bodily fluids can be a source of transport for various diseases and illnesses within an infected individual. Care shall be taken to reduce/eliminate exposure to bodily fluids and blood during any first aid practice through the use of latex/rubber/neoprene gloves and other protective barriers such as a face shield, apron and mouth-to-mouth shield.**

### Molten Asphalt Cement Burns

In the event of a molten asphalt cement burn:

Cool the asphalt cement and affected parts of the body immediately. Methods of cooling (by order of preference)

1. Completely submerge the affected area in ice water;
2. Completely submerge the affected area in tap water;
3. Place the affected area under running water.

Use any available clean water which is cooler than the body temperature of the victim while arranging for better cooling. Don't apply ice directly to the affected area. Leave cooled asphalt cement on the affected area! Natural separation will occur in 48 to 72 hours.

For minor asphalt cement burns (those that involve injury to small areas of fairly sensitive flesh or involve a small quantity of asphalt cement):

- At first opportunity, get the victim to a physician.

For serious asphalt cement burns (those that involve injury to the head, face or extremities, involve large amount of asphalt or involve nausea or faintness):

- Call 911 and get the victim to a hospital, clinic or physician's office as soon as possible.

If the victim goes into shock due to the burn:

- Keep the victim lying down and quiet.
- Keep the victim covered with a blanket or something similar to keep the body temperature at normal.
- Keep the victim's head lower than feet to promote blood supply to head and chest.

Refer to the Supervisor's HR/EHS Procedural Manual for additional details and information.

## **NATURAL HAZARDS**

Facilities and construction sites may present hazards which are part of the natural world, including hazards from plants and animals. Bites from rodents, snakes, ticks, spiders and other animals and insects may

require medical treatment. It is advisable that all employees who are aware that they have a severe allergic reaction to insect bites should carry the antidote (Epi-pen, etc.) with them at all times and notify their supervisor of their condition.

Rabid animals also pose a serious problem to individuals who have been bitten and parasitic bites (fleas, ticks, etc.) can result in an infectious disease. To avoid attracting these creatures, dispose of all waste food and associated materials in designated receptacles with a cover. Be sure to secure the cover before leaving. During site clearing operations and site reconnaissance activities, workers must be aware of and protect themselves against the hazards of irritant and toxic plants such as poison ivy, oak and sumac.

## **EQUIPMENT OPERATION AND FLEET SAFETY**

The equipment/vehicle operator is ultimately responsible for their equipment/vehicle. At all times, the operator shall be aware of their surroundings (i.e. ground stability, overhead obstructions, etc.) and how the conditions may influence the safe operation of their vehicle.

### **Equipment Maintenance**

The equipment operator is responsible for the daily maintenance (cleaning, greasing, oiling, etc.) of the equipment that is being operated whether or not he or she normally operates that piece of equipment. This also includes a standard inspection of any piece of equipment newly assigned to an employee. Before an employee begins operation any piece of equipment (on or off-road), it is his or her responsibility to check the equipment for any damage or potential mechanical problem and complete an Equipment and Vehicle Condition Report (LMP-68). Each operator is required to complete an LMP-68 prior to operation of any piece of equipment even if the equipment has been previously operated and inspected by a prior operator during the work shift. If damage or a mechanical problem is found, it must be reported to their supervisor or Equipment Manager as soon as it is discovered. A mechanic will review the defect and determine what is required to correct the problem and if the piece of equipment is safe to operate until the repairs are made. Any piece of equipment that is deemed eminently dangerous to operate or having missing/damaged safety sensitive devices and places the operator, fellow employees, contractors or the general public at risk shall be immediately taken out of service and not allowed to operate until the deficiency has been remedied and the hazard no longer exists.

### **Towing / Trailering**

Pike employees frequently tow several different types of trailers (message boards, generators, light towers, arrow boards, utility trailers, etc.) in the course of a shift. There is tremendous potential for accidents when towing these items. It is the responsibility of the driver to ensure the following:

- The tow vehicle is appropriate for the load.
- Ensure the trailer is not over loaded.
- The items on the trailer are properly secured.
- Distribute the load, centering the load between the trailer axle(s) and the trailer tongue.
- Ensure that the hitch is compatible and appropriately sized between the truck and trailer.
- Always use a safety pin on the trailer hitch latch.
- Make sure the wiring harness is connected and all lights are functioning.
- Connect the safety chains to the tow vehicle by crossing them underneath the trailer tongue.
- Drive appropriately for the conditions.
- Pay special attention while backing as trailers, especially short ones, can be difficult to maneuver and will jackknife quickly.
- The use of a spotter is highly recommended while backing a trailer.

### **Seatbelts**

It is expected that employees shall always wear their seatbelt when equipment is provided with such. This includes any on-road or off-road equipment (equipped with ROPS) for any amount of driving distance no matter how short or long.

### **Wheel Chocks**

The operator of a Commercial Motor Vehicle or MSHA regulated mobile mining equipment shall place chocks under the wheels when parked. Furthermore, employees operating company vehicles, equipment or enrolled in the Runzheimer or VRP program, will place either a cone or wheel chock behind right rear tire whenever the vehicle is left unattended.

#### **Drivers License Requirement**

Obtaining and maintaining a valid drivers license is an important part of the safe operation of Company equipment. It is Company policy that:

Any employee that operates **any** mobile equipment that is owned, leased or rented by Pike, or is under Pike's control, shall possess and maintain a valid drivers license. This includes all non-registered and non-over-the-road equipment.

Employees are required to immediately notify their supervisor in the event that they have a suspension or revocation of their license privileges. The Company will review Motor Vehicle Driving Records twice per year to determine if an employee meets the licensing requirement. During the Driving Record review, any employee that is identified as having a suspended or revoked license shall be disqualified from operating Company equipment and shall be notified immediately. Any employee who operates Company equipment may be discharged for failing to hold a valid drivers license.

#### **CDL Drivers Age Requirement**

It is Pike's policy that any driver who must possess a Class A or Class B Commercial Drivers License (CDL) in order to drive certain vehicles for the company must be at least 21 years old regardless of whether they are performing inter- or intra-state commerce.

### **Vehicle / Equipment Accident or Property Damage**



Every employee shall immediately notify their supervisor and their Regional EHS Dept. should they be involved in a vehicle or equipment accident or cause property damage. The employee must fill out form LMP-29 and LMP-29A and forward to the Claims Administrator immediately. A review of the accident will be conducted and in the case of a vehicle or equipment accident or property damage caused by an employee's negligence or failure to exercise due care, the employee will be subject to discipline based on the severity of the incident and past safety record.

If the incident is a backing accident and results in any amount of property damage or personal injury, the offending employee shall receive a minimum of a three-day unpaid suspension.

#### **General rules for the safe operation of equipment**

- Only operate equipment/vehicles for which you are properly licensed and/or trained.
- Remember to complete the CIRCLE OF SAFETY on a daily basis before operating your vehicle. Thoroughly perform a pre-operational inspection of the vehicle to ensure that it is mechanically safe and sound, checking such items as the tires, lights, fluids, fire extinguisher, backup alarm, etc. In addition, complete the CIRCLE OF SAFETY prior to re-entering your vehicle and before proceeding forward or backward as to ensure that there are no persons or obstructions in the way. In all cases, report all noted defects immediately.
- Texting and the use of computers while driving a company vehicle is strictly prohibited.

- Make sure the load is properly placed on or in the vehicle and that it is properly secured.
- Wear your seat belt at all times while operating company vehicles and equipment. This includes on a job-site, in a company yard or driving over-the-road.
- Always use your headlights, day or night.
- Do not ride or allow others to ride on fenders, running boards, tailgates, inside truck bodies, etc.
- Watch for depressions in the road-especially around corners, sewer grates, potholes, etc.
- Stay inside protective caging (ROPs) when operating equipment.
- If possible, avoid backing up without the direction of someone who has visibility in the direction of movement and back up as infrequently and for as short a distance as possible. Check the rear before putting it in gear.
- Do not dump or unload materials in an area that is not visible. Get another individual to act as a spotter for you.
- Report defective back up alarms to your supervisor immediately.
- Be aware of all power lines in the area that you are working.
- No part of the vehicle shall be used as a scaffold, man-lift, etc. NEVER WORK OUT OF A LOADER BUCKET.
- The operator of a Commercial Motor Vehicle or MSHA regulated mobile mining equipment shall place chocks under the wheels when parked.
- Do not exceed speed limits.
- Do not operate equipment on terrain that is too rough for it. Use the correct equipment for the job.
- All vehicles must be turned off and parking brakes set when the operator is not in the vehicle.
- Be certain that wide or high loads have the proper clearance over the entire route of travel. Do not exceed weight limits. Obtain a permit when necessary.
- Be aware of traffic patterns and watch out for changing road conditions.
- Obey all traffic signals.
- Do not proceed with a dump body in the raised position, as this is both dangerous and detrimental to the vehicle.
- All employees must utilize three points of contact while ascending or descending equipment.
- If you contact overhead powerlines you must remain in your vehicle until the power to the line is de-energized. In the event that the vehicle is on fire, the employee should jump from the cab and away from the vehicle. Once on the ground the employee shall move away from the vehicle by shuffling their feet to keep contact with the ground.

## **REGULATORY COMPLIANCE**

The Company is subject to numerous environmental, health, safety and land use rules and regulations at the Federal, State and Local level. Entities and Agencies that have some type of oversight capacity for our operations include:

- Mine Safety and Health Administration (MSHA)
- Occupational Safety and Health Administration (OSHA)
- Department of Transportation (DOT)

All employees are expected to be familiar with those rules and regulations that impact their job function. Should an employee identify an area of non-compliance they are to notify their supervisor and their Local Field Safety Coordinator

## **CRANE AND HOIST SAFETY**



Numerous fatalities occur within the mining and construction industry annually as a result of failed lifting devices or improperly lifted loads. Employees should take special precautions when involved with the use of cranes and hoists and lifting large objects. General rules to follow include:

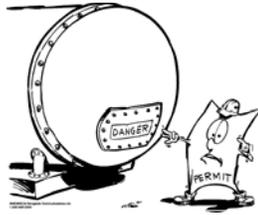
- Only trained and authorized operators are permitted to operate any hoist or crane.
- Inspect cranes, hoists and lifting devices (chains, slings and wire rope) prior to use.
- Never alter a crane, hoist or lifting device.
- Confirm that the crane or hoist and the lifting device being used have a rated capacity adequate for the load being lifted.
- **Never exceed rated load capacity of a crane, hoist or lifting device.**
- Use guide ropes as necessary to assist with moving a load.
- Never stand or walk under any suspended load. Always stay clear of suspended loads.
- Hard hats shall be worn by all affected employees when lifting is being conducted.

## **FORKLIFT SAFETY**

Numerous injuries occur within the mining and construction industry annually as a result of employees lifting excessive loads. Mechanical devices such as forklifts are available to assist employees should they encounter a large item that needs to be moved. These types of mechanical lifting devices should be used whenever there is a large load to move. Employees should take special precautions when involved with the use of forklifts and lifting large objects. General rules to follow include:

- Only trained and certified operators are permitted to operate a forklift.
- Inspect the forklift prior to use.
- Never alter a forklift or add on devices not approved by the manufacturer.
- Confirm that the forklift being used has a rated capacity adequate for the load being lifted.
- **Never exceed the rated load capacity of a forklift.**
- Always travel with the forks close to the ground whether transporting a load or not.
- No passengers are allowed on a forklift.

## **CONFINED SPACES**



A confined space is defined as any space that:

- Is large enough and so configured that an employee can bodily enter with his/her entire body into it; and
- Has limited or restricted means of entry and exit; and
- Is not designed for continuous occupancy.

Entry into certain confined spaces may be more hazardous given the presence of one or more of the following characteristics.

- A potentially hazardous atmosphere.
- Material that has the potential for engulfment.
- An internal configuration such that the entrant could be trapped or asphyxiated by inwardly converging walls or by a floor which slopes downward and tapers to a smaller cross-section; or
- Recognition of another serious safety or health hazard (steam, heat ducts, radiation, noise, high voltage, rotating equipment, etc.).

Entry into confined spaces is dangerous and when not performed properly has the potential to cause serious injury and/or death. At Pike, no worker shall enter a confined space without authorization from their supervisor.

In our operations, confined spaces have been identified and usually include bag houses, asphalt silos, conveyor tunnels, pug mills, crushers, manholes, sewers, trenches, material bins, conveyor tunnels, mixer drums, etc.

### **Keep in mind:**

- All Pike confined spaces are considered Permit Required until proven otherwise.
- An LMP 67 & 67B – Confined Space Pre-Entry Checklist shall be performed prior to any confined space entry.
- Never work alone, an attendant shall always be present and in communication with the employee in the confined space.
- Continuously monitor the atmosphere within a confined space through the use of a gas monitor anytime the space is occupied.
- Always lock-out and tag-out equipment and energy sources prior to entering into a confined space.
- Where feasible, local exhaust ventilation will be supplied to a confined space.
- All appropriate PPE (ear plugs, fall protection, safety glasses, hard hats, etc.) as determined by the pre-entry evaluation shall be worn at all times while in the confined space.
- **Pike employees shall not enter petroleum tanks under any circumstances.**

Refer to the Supervisor's EHS Procedural Manual for additional details and information.

## **COMPRESSED GAS CYLINDERS**

A pressurized compressed gas cylinder can pose a significant risk to human health and property if there is a sudden release of the pressure. Pressurized cylinders have the potential to explode which sends metal shrapnel in all directions or a cylinder can become a missile if the valve is knocked off.

The following precautions should be taken when storing or using compressed gas cylinders such as Oxygen, Acetylene, and All Other Pressurized Cylinders:

- Cylinder shall be chained or otherwise secured in an upright position, whether full or empty.
- When not in use and in cases in which the regulator has been removed, full or empty cylinders shall have the valves closed and cap covers in place.
- Cylinders must be placed in a cart or base designed for lifting cylinders if they are to be hoisted or lowered.
- Do not drop cylinders.
- When in storage, cylinders containing oxygen shall be separated from fuel-gas cylinders or combustible materials (especially oil or grease) by a minimum of twenty (20) feet or by a suitable non-combustible barrier at least 5 feet high having a fire resistant rating of at least one half hour.
- Cylinders shall be protected from exposure to high temperature, physical damage and sources of electric current.
- Acetylene cylinders shall be kept in an upright position when in use. Acetylene shall not be used at pressures in excess of 15 lbs. per square inch.
- Oxygen cylinders, valves, regulators, couplings, hose and apparatus shall be kept free from oil or greasy substances and shall not be handled with oily hands or gloves. The pressure shall be released from all hoses when not in use.
- Regulator gauges must be functional and lens covers in place.
- Cylinder valves shall be closed when not in use, when task is complete, before moving and when empty.
- Hoses showing leaks, burns, worn places or other defects, rendering unfit for service shall be repaired or replaced.
- Oxygen cylinders shall not be stored in rooms or areas used or designated for storage of flammable or combustible liquids, including oil and grease.
- All torches shall be equipped with a flash arrestor.
- All oxygen-acetylene carts shall be equipped with a fire extinguisher.

## **ELECTRICAL HAZARDS**



Electricity can be a dangerous and potentially serious workplace hazard exposing employees to such dangers as shock, electrocution, burns, fires, and explosions. Electrical accidents are primarily caused by a combination of three factors: unsafe equipment and or insulation, workplaces made unsafe by the environment, and unsafe work practices.

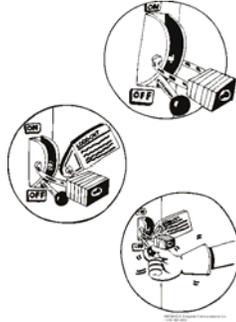
Employees shall report all electrical malfunctions or problems to their supervisor immediately. Only qualified persons under the knowledge of the shift supervisor shall reset, install, maintain or repair electrical equipment. Under no circumstances shall a Pike employee, including qualified individuals, work on live electrical equipment or circuits of greater than 480 volts.

When working with electrical equipment always:

- Inspect all electrical cords and power tools for frayed or exposed wires, cracks, heat damage and insulation damage prior to connecting to a power source.
- Wear appropriate Personal Protective Equipment (PPE) in accordance with NFPA 70E Guidelines.
- Check the cable plug to make sure the grounding pin is not missing or damaged.
- Make sure electrical cords are suitable for the correct voltage and existing working conditions.
- Ensure that electrical cords that have cuts, abrasions, burns, etc. that damage the outer insulation are removed from service.
- Have electrical cords and tools that are of the 3-wire (ground) type or double insulated.
- Use a ground-fault circuit interrupter (GFCI) in high-risk areas such as wet locations and construction sites.
- Have electrical components which are not part of a permanent system protected by ground-fault circuit interrupters.
- Stay at least 10 feet away from overhead power lines. If the voltage is more than 50,000 volts, the clearance must increase by 4 inches for each additional 10,000 volts.
- Make certain that equipment is de-energized (primary and secondary sources) before working on electrical equipment or related equipment
- Confirm that the equipment stays de-energized by following the proper lock-out/tag-out procedures.
- Never block access to an electrical panel.
- Always maintain at least a minimum of 36 inches of clearance around an electrical panel.
- All circuit breakers within panels shall be labeled identifying the appropriate circuit.
- Openings on or within panels that allow access to live parts is strictly prohibited.

It is important to remember that the single most effective defense against electrical accidents is exercising good judgment and common sense when performing any type of work on or near electrical equipment.

## **LOCK-OUT/TAG-OUT/TEST**



Before repairing, maintaining and/or cleaning machinery or equipment, all energy sources must be locked out and/or tagged out and tested to prevent unintentional energization or start-up.

A key type lock shall be applied to all machinery or equipment that is “capable of being locked out in order to secure the energy isolation device in a safe position”. In addition, a tag shall be attached to the lock for the purpose of identifying who is responsible for the machine or equipment being in a de-energized state and to warn against re-energization.

On some occasions, it is necessary to start and stop equipment repeatedly in order to repair it. In this case, the supervisor will take charge, posting an employee at the equipment’s breaker jog switch or master control panel. When starting and stopping equipment, it is essential that a means of communication be maintained at all times between the employees controlling the power supply. All employees affected must stay at their posts until the job is completed.

In general, the following guidelines shall be adhered to:

- Notify all affected employees.
- Identify and locate all energy sources, stored energy and energy isolation devices. Shut down the machinery or equipment using the normal on/off controls.
- Operate the energy control devices.
- Apply the lock-out / tag-out devices.
- Remove, release or restrain all residual or stored energy.
- Verify isolation of all energies.
- Complete maintenance/repairs.
- Restore and reenergize the machinery or equipment.

### **Keep in mind:**

- Each employee working on the equipment must install their own individually keyed lock-out /tag-out devices.
- Lock-out /tag-out devices shall only be removed by the individual who placed them on the machinery or equipment.
- Be sure that all employees are in a safe position before starting the machinery or equipment.
- Do not touch or operate any piece of equipment unless you are trained and authorized to do so.
- Do not touch or attempt to run equipment that is locked and tagged unless you are the person responsible for working on it.
- Each facility shall follow their equipment specific lock-out/tag-out procedures.

Failure to follow these guidelines can place you and your fellow employees in grave danger and at risk of being seriously injured or killed. **There is a zero tolerance policy at Pike for failing to perform lock-out/tag-out/TEST procedures. Failure to comply will result in termination of employment.**

Refer to the Supervisor's EHS Procedural Manual for additional details and information.

## **WORKING SURFACES**

Working surfaces such as ladders and platforms must be used and maintained in a manner to prevent injuries from falls.

In general, working surfaces should follow these guidelines:

- All working surfaces shall be kept free of debris and other tools and equipment to prevent trip hazards.
- Elevated work platforms shall be equipped with an adequate rail to prevent a fall hazard. A toe board shall be installed on all platforms that individuals travel by or work beneath.
- All portable straight ladders shall be equipped with approved ladder shoes to reduce the possibility of the base of the ladder slipping while in use. Portable ladders shall be inspected for defects before use. Damaged or defective ladders shall be immediately removed from service. The supervisor shall be advised of the action taken and shall be responsible for having the ladder restored to a safe condition or replaced.
- Portable straight ladders shall be used at such a pitch that the horizontal distance from the top support to the foot will not be greater than one-fourth the vertical distance between these two points. This can be determined by using the four to one rule. The rungs on the ladder are one foot apart. The base of the ladder should be one rung length (one foot) out from the wall for every four rungs up to where the ladder touches. For example, a 12-foot ladder should be 3 feet from the bottom of the ladder to the wall.
- The top and bottom supports on which a straight ladder rests shall be rigid and capable of supporting the loads to be imposed.
- Portable straight ladders shall be secured at the top, bottom and intermediate fastenings or as is needed to hold them rigidly in place.
  
- All portable ladders shall be of sufficient length and shall be placed so a person will not be required to reach out too far from ladder or otherwise place himself in a hazardous position while on the ladder.
- Portable ladders shall not be used in passageways, doorways, drives, or other locations where they may be struck by traffic or where they might endanger the personnel at floor or ground level unless the area around the ladder is protected by barricades and warning signs.
- All ladders shall be used in a safe manner and be free from cracks, broken rungs, or other defects. When ascending or descending, always face the ladder and maintain at the point contact.
- Employees shall not stand above the step indicated by the manufacturer of a step ladder.

## **HAZARD COMMUNICATION (HAZ.COM)**

The Hazardous Communication regulation is designed to protect employees from the effects of hazardous and toxic substances in the workplace. An extensive list of hazardous substances has been developed and includes such common items as welding gases, paints, diesel fuel, solvent/degreasers, liquid asphalt and many others. While it may seem that many of these items would present no health or safety hazards, they can be harmful to you if used improperly or without the knowledge of potential hazard.

A Safety Data Sheet (SDS) covers each of the hazardous substances you may encounter in the workplace. A SDS is a technical fact sheet which describes the substance, its physical properties, dangers it may present to you, and safety procedures necessary when handling the material. A SDS is available at each work location for each hazardous material used at that work location. In addition to maintaining the SDS sheets at each location, you supervisor has a written Hazard Communication plan. Remember that both are available for your review.

The following is available to all employees:

- A copy of the Company's written Hazard Communication Program.
- A copy of the OSHA and MSHA Hazard Communication Standard.
- A copy of the Company's list of hazardous materials present in the work place.

- Copies of Safety Data Sheets (SDS) for the hazardous materials to which an employee may be exposed.
- Labels to identify container contents.

All containers shall be labeled to identify its contents. Workers shall never be in doubt when working with a hazardous chemical in the workplace. If further information or clarification is needed, contact your supervisor or call the number found on the SDS.

Refer to the Supervisor's EHS Procedural Manual for additional details and information.

## **WELDING, CUTTING, AND HEATING (HOT WORK)**

Proper precautions for fire prevention (isolating welding and cutting, removing fire hazards from the vicinity, providing a fire watch, etc.) will be used in areas where welding or other “hot work” is being performed. No welding, cutting or heating will be done where flammable compounds are present or where heavy dust concentrations may create a fire hazard.

Filter Lens Shade Numbers for Protection Against Radiant Energy: Employees performing welding and cutting operations shall use the proper shaded safety eyewear. Employees performing light torch cutting operations of up to 1” shall use safety eyewear (glasses, welding goggles, face shield, etc...) with a 3-5 shade rating. Employees performing standard welding operations shall use safety eyewear (welding hood, welding goggles, etc...) with a 10-12 shade rating.

- Protective clothing or equipment and face shields, or goggles shall be worn when welding, cutting, or working with molten metal. The employee shall perform a risk assessment to determine what level of protection is needed, based on the task. (Employees shall contact their supervisor or local Safety Coordinator if they need assistance in assessing the risk, and evaluating what level of protection is needed.)
- Arc welding and cutting operations will be shielded by non-combustibles or flameproof shields to protect bystanders from direct arc rays.
- When electrode holders are left unattended, electrodes and holders will be removed or protected so they cannot make electrical contact.
- All arc welding and cutting cables will be completely insulated. Cables in need of repair shall not be used. When a cable becomes worn to the extent of exposing bare conductors, the portion exposed shall be protected with rubber and friction tape or other equivalent insulation. There will be no repairs or splices within 10 feet of an electrode holder.
- Flash arrestors shall be installed on all oxygen and acetylene assemblies. Flash arrestors shall be tested at least annually.
- Fuel gas and oxygen hoses must be easily distinguishable and not interchangeable.
- Cylinder valves shall be closed, regulators removed, and valve protection caps installed when compressed gas cylinders are in transport. An option is an MSHA, OSHA and DOT accepted protective cap designed to be used with the regulator on. It is still necessary to ensure that the valves are closed before transporting the cylinders.

Compressed gas cylinders will be secured in an upright position at all times by a suitable cylinder truck, chain or other suitable steadying device. Keep cylinders at a safe distance, or shielded from welding or cutting operation and placed where they cannot become part of an electrical circuit.

**Oxygen cylinders in storage shall be separated from fuel-gas cylinders or combustible materials by a minimum distance of 20 feet or by a non-combustible barrier at least 5 feet high having a fire-resistance rating of at least one-half hour.**

## **MACHINE GUARDING**

Machine guarding is the best method of minimizing employee exposure to moving parts and pinch points resulting from gears, belts, sprockets, chains, shafts, etc. To reduce the risk of injury, all employees will follow these guidelines:

- All moving machine parts shall be guarded to protect persons from contacting gears, belts, sprockets, chains, shafts, fan blades and other similar parts that can cause injury.
- All machine guards will be constructed of a suitable material and be designed such that an employee can not accidentally encounter the moving parts.
- Guards shall not be required where the exposed moving parts are at least seven feet away from walking or working surfaces and do not impose any other risks to employees.
- All guards shall be replaced upon completion of repair and maintenance activities and prior to starting up the equipment..

- Stationary grinders shall be equipped with adjustable tool rests and set so that the distance between the grinding surface of the wheel and the tool rest is not greater than 1/8 inch.
- Stationary grinders shall be equipped with adjustable tongue guards and set so that the distance between the surface of the grinding wheel and the tongue guard is not greater than 1/4 inch.
- When power operated tools/machines are designed to accommodate guards, they shall be equipped with such guards when in use.

## **EXCAVATIONS, TRENCHING, AND SHORING**

Prior to the start of any excavation, the local “Dig-Safe” organization shall be notified. The information they need will normally includes the town, street address, nearest street, type of work, name of caller and company, phone number, start date and time of the excavation. This will serve to identify any underground installations/utilities that may be of concern. The common color-codes for utility locations are: Red – Electric, Yellow – Gas or Oil, Orange – Communications, Blue – Water, Green – Sewer, White – Proposed Excavation.

**On a daily basis, and whenever site conditions change, all excavations will be inspected by a competent person in accordance with OSHA regulations.** No worker shall enter the excavation until such inspection has been performed and documented. In general:

- All workers entering an excavation 5’ deep or more will be protected by a trench box, shoring system or by properly sloping the sides of the trench.
- Excavations over 20’ deep shall have shoring or sloping that is designed by a professional engineer.
- Secure and protect all utility lines and structures that fall within the confines of the excavating during the period it is exposed.
- Trenches shall be backfilled, graded and tamped as soon as possible.
- Tools, equipment and excavated material must be kept at least 2 feet or more for the lip of the trench.
- Trim trenches to prevent rocks or other material from falling on employees.
- Trenches 4 feet deep or more require an adequate means of exit. Steps or ladders must be located so there is not more than 25 feet of lateral travel.
- No employee shall enter a trench that has standing water.
- A competent person shall be on-site at all times when employees are present within a trench.

Note: Physical barriers may be required when the public or non-excavation related employees are exposed to the excavation.

## **EMERGENCIES (911)**

In general, all emergencies shall be dealt with by calling 911 and requesting the assistance of the appropriate emergency response professionals (police, fire, ambulance) or by following the posted emergency procedures at your facility.

All incidents and injuries should be immediately reported to your supervisor and the Risk Manager.

Refer to the Supervisor’s EHS Procedural Manual for additional details and information.

## **WORKZONE SAFETY**

Work zones are filled with activity and are constantly changing. There are numerous hazards, including the traveling public, that are encountered as a result of the unique dynamics of work zones. To avoid accidents while in a work zone:

- Employees exposed to public vehicular traffic shall wear warning vests (safety vests) marked with or made of reflective or high visibility material. Safety vests shall conform to ANSI 107-2004 guidelines. All Pike personnel on a construction or paving/milling project shall wear an ANSI

Class III shirt or safety vest at all times along with ANSI Class III pants during night work. Or, class III Gators may be used, if approved by the VP of Construction and the Local Field Safety Coordinator. All Traffic Control personnel or any other personnel conducting traffic control duties, shall wear an ANSI Class III shirt or safety vest along with ANSI Class III pants at all times, day or night. All employees and visitors are required to wear hard hats at all times while in a workzone unless inside the enclosed cab of a vehicle or equipment.

- All work zones when working on streets and highways, adequate barricades and traffic control signs shall be set up in compliance with local, state and federal regulations and shall be configured in accordance with the Manual on Uniform Traffic Control Devices (MUTCD).
- All traffic control personnel (flaggers) will have received flagger training and are certified to perform the traffic control function.
- All equipment must operate with their lights on.
- Keep informed of traffic patterns on the job and be alert to changes.
- Stay out of public travel lanes.
- Be sure the flag person is in place before entering a work area near traffic.
- Use extreme caution when installing or removing traffic control devices.
- Only trained personnel are authorized to use and operate Nuclear Density Gauges. Refer to the Supervisor's EHS Procedural Manual for additional details and information.
- Flammable and combustible liquids shall be stored in approved metal safety cans equipped with self-closing lids and flash arresting screens and shall be labeled with their contents. While in transport, these cans shall be secured.

## **HAND AND PNEUMATIC TOOL SAFETY**



Hand and pneumatic tools can cause significant injuries. Failure of hand tools (hammers, screw drivers, wrenches, punches, etc.) used beyond their intended purpose or a sudden release of compressed air used in pneumatic tools can cause permanent damage to an employee.

To minimize the potential for injury from the use of hand tools and pneumatic tools, all employees should follow these guidelines:

- All tools should be kept in good working order.
- Inspect all tools prior to use.
- Never use a tool beyond its rated capacity.
- Replace or repair damaged tools immediately.
- Tools should only be used for their intended purpose.
- Compressed air shall not be used for cleaning purposes except where reduced to 30psi or less and then only with appropriate PPE (face shield, safety glasses, gloves, hearing protection).
- Compressed air should never be used to blow debris from a person.
- All compressed air hoses exceeding ½ inch inside diameter shall have a safety device at the source of supply or branch line to reduce pressure in case of hose failure.
- Safety clips or retainers shall be securely installed at all connections to prevent accidental disconnection and uncontrolled "whipping around" of the hose.
- Horseplay with compressed air can be deadly; any horseplay or pranks at work will be cause for severe discipline.

## **EMERGENCY SPILL RESPONSE**

Pike stores, handles and uses petroleum products in association with its operations. As a result of this interaction there exists the possibility that a release of petroleum product may occur. Pike has taken proactive measures such as installing secondary containment around storage tanks, properly training employees to identify and respond to a release and having spill containment and absorbent materials available for response activities.

All spills shall be immediately reported to the Regional Environmental Manager and to your immediate supervisor/facility foreperson/manager and appropriate response and clean-up actions should begin immediately. The Facility Manager/foreperson is familiar with his/her facility Spill, Prevention, Control and Countermeasure Plan (SPCC) and may reference the Plan to assist with proper response actions. The Facility Manager/foreperson will complete Pike's Incident Report Form (LMP-82). The Regional Environmental Manager will determine the appropriate notification requirements based upon the size of the spill.

Clean-up of small spills can usually be performed by on-site operations personnel who have been trained to respond to spills. Clean-up of larger spills would normally be handled by an Emergency Response Contractor. Disposal of petroleum contaminated soils and absorbent materials will be done in accordance with Federal, State and Local regulations at a permitted disposal facility. The release area in question will be evaluated to determine the effectiveness of the clean-up activities.

Refer to the Supervisor's EHS Procedural Manual for additional details and information.

## **MATERIAL HANDLING AND STORAGE**

Pike stores, handles and uses various types of chemicals in its operations, maintenance and quality control. The typical chemicals that are used are oils, greases, paints and a limited quantity of solvents. By most standards the products that we use are considered very mild. The general rule of thumb for the safe handling and storage of materials is:

- Secondary containment is provided for the storage of liquid materials
- Safety Data Sheets (SDS) are kept for materials on-site
- Containers are labeled with their contents
- Incompatible materials (e.g. acids and bases) are not stored together
- Containers are kept closed unless product is being added or removed
- Fire suppression equipment is available where flammable and/or combustible materials are stored
- Compressed gas cylinders are stored upright and secured from falling
- Adequate spill response materials are kept on-site to respond to a chemical release
- Containers stored outside are provided with containment and covered from the elements.

## **WASTE MANAGEMENT AND PROPER DISPOSAL**

Through the course of our operations, Pike generates waste materials that need to be disposed of. Items such as part washing solvents, paints and paint filters, oil absorbents/rags, oils, batteries, anti-freeze and tires are commonly generated and need proper disposal. Pike makes every effort to minimize its waste generation, replace products to eliminate hazardous waste materials and to recycle waste materials whenever possible.

For those materials that Pike must dispose of it does so in accordance with Federal, State and Local regulations. Waste materials are evaluated to determine if they are considered Hazardous or Non-hazardous. A survey must be conducted on all buildings scheduled for demolition to determine if there is the presence of hazardous materials prior to it being raised.

Pike personnel have been trained on proper waste storage, handling and disposal. Materials shipped off-site are accompanied by the appropriate documentation (manifests) and are sent to approved facilities (permitted) for final disposal or recycling.

Refer to the Supervisor's EHS Procedural Manual for additional details and information.

## **SAFETY ACKNOWLEDGEMENT FORM**

I hereby acknowledge that I have received on this date a copy of the Company's Environmental, Health and Safety Manual. I acknowledge that it is my responsibility to read and understand the manual and that any questions regarding the manual or its contents should be directed to the Environmental, Health and Safety Department. I understand this Manual is not intended to create a contract of employment, I remain an at-will employee of the Company, and my employment may end at any time for any reason not prohibited by law. I agree to comply with, and incorporate into my daily work activities, the policies and procedures set forth in this manual. I understand that, unless prohibited by law, the Company has the right to amend this manual at its discretion and without prior notice.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Employee Name (please print)

\_\_\_\_\_  
Employee Number

\_\_\_\_\_  
Employee Signature