



HEALTH AND SAFETY POLICY



Robinson Brothers Construction, Inc.

Recordable Injury Statistics - 2011 -2014

2014

Total Recordable Incident Rate (TRIR)

Recordable Incidents	4
Mutiplier	200,000
Sum	800,000
Total Man-hours	268,778
RIR	2.98

Lost Workday Day Case Incident Rate (LWCIR)

Light or Modified Duty	1
Mutiplier	200,000
Sum	200,000
Total Man-hours	268,778
LWCIR	0.74

Lost Day Incident Rate (LDI)

Lost Day Incidents	3
Mutiplier	200,000
Sum	600,000
Total Man-hours	268,778
LDI	2.23

2012

Total Recordable Incident Rate (TRIR)

Recordable Incidents	2
Mutiplier	200,000
Sum	400,000
Total Man-hours	161,066
RIR	2.48

Lost Workday Day Case Incident Rate (LWCIR)

Light or Modified Duty	1
Mutiplier	200,000
Sum	200,000
Total Man-hours	161,066
LWCIR	1.24

Lost Day Incident Rate (LDI)

Lost Day Incidents	1
Mutiplier	200,000
Sum	0
Total Man-hours	161,066
LDI	1.24

2013

Total Recordable Incident Rate (TRIR)

Recordable Incidents	2
Mutiplier	200,000
Sum	400,000
Total Man-hours	163,853
RIR	2.44

Lost Workday Day Case Incident Rate (LWCIR)

Light or Modified Duty	0
Mutiplier	200,000
Sum	0
Total Man-hours	163,853
LWCIR	0.00

Lost Day Incident Rate (LDI)

Lost Day Incidents	1
Mutiplier	200,000
Sum	200,000
Total Man-hours	163,853
LDI	1.22

2011

Total Recordable Incident Rate (TRIR)

Recordable Incidents	2
Mutiplier	200,000
Sum	400,000
Total Man-hours	160,760
RIR	2.49

Lost Workday Day Case Incident Rate (LWCIR)

Light or Modified Duty	0
Mutiplier	200,000
Sum	0
Total Man-hours	160,760
LWCIR	0.00

Lost Day Incident Rate (LDI)

Lost Day Incidents	1
Mutiplier	200,000
Sum	200,000
Total Man-hours	160,760
LDI	1.24

State of Washington
Department of Labor and Industries
PO Box 44140
Olympia WA 98504-4140

THIS IS
NOT A
BILL

12-04-14

Policyholder

ROBINSON BROTHERS CONSTRUCTION
6150 NE 137TH AVE
VANCOUVER WA 98682

Rate Notice: WA Workers' Compensation	
Effective Date:	Experience Factor ¹ :
January 1, 2015	0.8118
Experience Period:	
July 1, 2010 - June 30, 2013	
WA Unified Business Identifier (UBI):	
600 158 918	
L&I Account ID:	PAC Number:
119,265-00	29653876
Account Manager:	
MATT PEDERSEN	
(360)902-5476	

What went into calculating your 2015 workers' compensation rates? **RECEIVED DEC 18 2014**

1. Change in L&I average 'base' rate: 0.8% general rate increase for all 324 risk classifications.
2. Changes in industry costs: Changes in claim costs compared to premiums collected for your industry ('risk class') in which some or all of your employees worked.
3. Your Experience Factor: Based on the medical, wage replacement and disability benefit costs for worker claims on your account, during the experience period listed above.

Find 12 tools to enhance safety and control costs at www.Lni.wa.gov/ControlMyRates

Pay your premiums online: www.Lni.wa.gov/QuarterlyReports

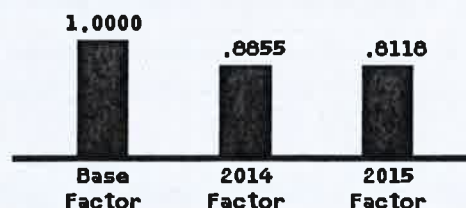
Need help understanding this notice? Call your account manager at the phone number shown above.

Have a payroll service?

Send them a copy of this notice.

Your Rate Information	Class Code	Class Code Description	Accident Fund (AF) ¹	Medical Aid Fund (MA) ²	Stay at Work Program ³	Supp. Pension Fund (SP) ⁴	Hourly* Employer Contribution	Hourly* Employee Withholding	= Your Total Hourly* Rate [(1+2+3)x4]+5
	0107-00	Utility line const:Underground	1.5542	0.6957	0.0315	0.0896	\$1.60165	\$0.33995	\$1.9416
	0212-00	Asphalt Paving NOC	2.0315	0.8710	0.0413	0.0896	\$2.06430	\$0.41510	\$2.4794
	0509-00	OVHD Phone/Telegraph Lns Erect	2.1222	0.7960	0.0433	0.0896	\$2.10825	\$0.38545	\$2.4937
	4900-00	Superint/Proj. Mgr - Const	0.2797	0.1162	0.0057	0.0896	\$0.32130	\$0.09430	\$0.4156
	4904-00	Clerical Office NOC & Draftsmn	0.0281	0.0218	0.0006	0.0896	\$0.07670	\$0.05390	\$0.1306
	5206-79	Contractors Perm Yard or Shop	0.5884	0.3178	0.0119	0.0896	\$0.65625	\$0.17865	\$0.8349

Your experience factor history:



This is the employer's contribution to workers' comp coverage.

Withhold this amount from employee pay for each hour* they work. It is their contribution to workers' comp coverage.

On the Quarterly Report, the employer will multiply this number by the hours* worked to calculate premiums.

What's an experience factor?
See back for an explanation.

COMPANY POLICY & OBJECTIVE STATEMENT

Working safely is not an option at Robinson Brothers Construction, it is a requirement. It is a recognized fact and a shared philosophy of Robinson Brothers Construction that all accidents can be prevented by eliminating unsafe acts and unsafe conditions. We have a vital interest in accident and loss prevention; accidents cost our organization in dollars, time, damaged equipment and materials, and affect the reputation of this company. These costs not only affect the job that the accident occurred at, but our ability to successfully bid new jobs.

The management of Robinson Brothers Construction is dedicated to ensuring that our Safety and Health Program achieves the highest possible standard of accident prevention. This program is yours, and with this in mind we have developed these objectives.

1. The safety and well being of each employee and our customers is our number one priority. We will provide a safe and healthful work environment.
2. To comply with all local, federal and state laws and regulations governing hazards to the safety and health of consumers and the general public.
3. We will do all we can to eliminate personal injury, equipment and property damage. We will not compromise safety for production and quality.
4. We establish responsibility and accountability for the safety program at each office and project.
5. We will achieve a uniformity of excellence in our working environment.
6. Empowerment of each employee to play an integral role in the improvement of our Safety and Health Program.

With this in mind Robinson Brothers Construction has developed this manual intended to service as a guide for all employees.

The effectiveness of the company's Safety and Health Program depends upon the participation and cooperation of all supervisors and employees. The coordination of their efforts in carrying out the recommended and formulated safety procedures and of effectively achieving a safe working environment is our responsibility.

Every employee will be expected to know and understand his or her role and responsibilities connected with this program. All employees are required to sign the company safety policy, indicating they have read and understand it. Please read and become aware of the goals of our safety program.

Employee Orientation

Before you actually handle material and operate equipment, we will guide you through the facilities, giving special attention to the areas in which you will work. We will explain and demonstrate how to properly and safely use the tools and equipment you will operate. The demonstrations and explanations will display the right way – the safe way – the only way to work!

It is your and your manager's responsibility to make sure that all items on the New Employee Checklist and the Safety Orientation Checklist that apply to your position are completed.

A good orientation will:

1. Improve Morale.
2. Reduce Turnover.
3. Create Greater Efficiency.
4. Allow for Better Loss Control.

I. INTRODUCTION

As an employee of Robinson Brothers Construction, there are certain safety practices and standards that should be brought to your attention. We want to eliminate accidents and cannot do this without your help. Most accidents are caused by people performing unsafe acts, or people not properly conditioned to perform the necessary work.

The safe practices described in this section are for your protection. Read and observe them. Accidents sometimes happen without warning and many are caused by lack of knowledge, inattention and thoughtlessness. Lack of knowledge of these safe practices will not justify non-compliance.

II. GENERAL RULES TO THINK AND WORK SAFELY.

- 1) Report Unsafe Conditions
All unsafe conditions must be reported immediately to your foreman.
- 2) Report Accidents and Injuries Immediately
Any accident or injury, regardless of seriousness, must be reported immediately to your foreman. Failure to provide proper and timely notification may result in further injury to others.
- 3) Personal Limitations
Do not perform any task that could be hazardous to your health. If you have personal limitations, e.g. physical limitations, allergies, bad back, fear of heights, etc., inform your foreman of such conditions. It is the employee's responsibility to inform his foreman that he has a limiting condition in the performance of any requested activity.

- 13) **Eye Protection**
All personnel on Robinson Brothers Construction projects shall be issued eye protection to be worn at all times while on the work site¹. All jobsites are Mandatory safety glass jobsites unless otherwise documented. This requirement applies to all employees, subcontractors and visitors on the work site Robinson Brothers Construction will provide eye protection to their employees. Subcontractors will be responsible for supplying eye protection for their employees. Double eye protection must be worn when grinding, chipping, cutting, using a wire wheel brush and sawing (i.e. radial arm or table saw). The proper double eye protection will be pair of soft-sided goggles under a face shield, or, in the case of a welder; it will be safety glasses under the welding hood.
- 14) **Respirators**
Respirators shall be provided by Robinson Brothers Construction. Before using, an employee must have signed off on the Respiratory Protection Program for Qualitative Test.
- 15) **Ear Plugs**
Robinson Brothers Construction shall provide adequate ear protection. Supervisors may require ear protection in some cases.
- 16) **Handrails and Floor Opening Covers**
They are put there for your protection. Replace them immediately if they are removed. Notify your supervisor if you see removed safety devices on the jobsite.
- 17) **Employee Safety Booklet**
You have been given a copy of the Robinson Brothers Construction Employee Safety Booklet. Please review it carefully.
- 18) **Right to Know (MSDS)**
There is a copy of the Hazard Communication Program as well as Material Safety Data Sheets in the main office and in the shop. You have a right to request and receive any MSDS sheets.
- 19) **Safe Practices**
In addition to the abbreviated statements above, you should become familiar with our safe practices documented in the Robinson Brothers Construction Employee Safety Booklet. Your supervisor should regularly review these with you in the Foreman Tool Box Meetings.
- 20) **Fall Protection**
Employees are required to use fall arrest or fall protection whenever working near an elevated, unguarded fall exposure of over six (6) feet. Employees working with any portion of their body outside the guarded areas (rails and/or cables) will be tied off. Walking/Working surfaces with fall hazards of four (4) feet will be protected with adequate guardrails or fall protection.
- 21) **Disciplinary Action**
Disciplinary action will be taken by foreman and jobsite supervisor for not adhering to the Company Safety Rules. Not following these rules will be cause for termination.

- 22) Know how to do your job.
Check your work area to determine what problems may exist.
Your activities may endanger fellow workers or nearby equipment and materials.
Take the necessary steps to safeguard them.
- 23) Safety Rules
A safety rule can be changed only when life or property is in immediate danger or by specific written permission of your Foreman/Project Manager.
- 24) Protection
For your protection, obey all warning signs, such as “KEEP OUT”, “NO SMOKING”, “EYE PROTECTION REQUIRED”, “AUTHORIZED PERSONNEL ONLY”.
- 25) Shortcuts
Do not take shortcuts. Use appropriate ladders, ramps, stairways, and paths.
- 26) Compressed Air
Do not use compressed air or oxygen to blow dust or dirt from clothing or skin.
- 27) Carbon Tetrachloride
Carbon Tetrachloride must not be used for any purpose on the job.
- 28) Sanitary Facilities
Adequate sanitary facilities are provided on the jobsite. Do not use any other area.
- 29) Horseplay
You must not engage in horseplay or roughhousing on the job. To do so could lead to injury, and is definite cause for immediate discharge.
- 30) Hazard Exposure
Each employee who creates a hazard exposure will be responsible for guarding that hazard. Each contractor who follows will be responsible for maintaining guards, which are present and/or notifying Robinson Brothers Construction of those, which are missing, or in disrepair.
- 31) Welding
Welding, cutting and burning operations must be conducted in a manner to prevent the possibility of a fire. A fire extinguisher, plus flash protection (welding hoods, gloves, etc.) shall be in the immediate vicinity during operations.
- 32) Ground Fault Circuit Interrupters
Ground fault circuit interrupters (GFCI) are required. All extension cords must be equipped with grounded plugs.
- 33) Contraband
No drugs, alcohol or guns are allowed on the project site or in vehicles. Use or possession is cause for immediate termination.
- 34) Location of First Aid Kits/Facilities
First Aid Kits are located in the office and in all company vehicles. If you do not have one please ask in the office.

Responsibility & Accountability

Management

- To provide a safe and healthful place of employment, free from recognized safety and health hazards that are likely to cause injury or death to our employees.
- Dedicate resources to the safety program.
- To assign responsibilities, authority, and accountability.
- Take appropriate actions to support the safety program.
- Conduct periodic safety performances.

Project Managers

- Coordinate pre-planning meetings for project safety.
- To ensure that Safety and Health issues are managed with the same priority as production and quality and when they conflict, safety will take priority.
- Dedicate project resources for safety.
- Periodic safety performance reviews of projects and/or superintendents.

Safety Director

- Act as a resource to the company for safety issues.
- Develop and maintain the company safety program.
- Develop and maintain the safety training program.
- Assist in project safety planning.
- Conduct routine inspections of job sites.
- Member or chair of safety committee.
- Prepare project and company safety analysis.

Safety Supervisor

- In general, the Safety personnel should function as an effective member of the management staff assisting management and supervisors in implementing safety activity throughout Robinson Brothers Construction and supporting the total Safety Program.
 - Safety Engineers/Coordinators Serve As:
 - Advisors to management
 - Consultants to management
 - Interpreters of legislation
- Safety Coordinators will report directly to the Safety Director and the Project Manager or higher management level for their specific location. However, they shall coordinate with the respective department supervisors. Although they act in an advisory capacity, they are considered staff personnel and speak on behalf of management on all matters related to safety. To be effective, they shall have the complete support of management and the cooperation of all supervisors.

- Conduct Employee Safety Orientation
 - All new employees shall receive a thorough indoctrination to the safety and accident prevention program before being assigned to work. This is the most opportune time to form attitudes in the new employee. Either the employee's immediate supervisor or the Safety Engineer/Coordinator shall accomplish this orientation.
- Safety Education and Training
 - Promote accident prevention by teaching safety through meetings, demonstrations and constant publicity using visual, oral and written aids, with timelessness and scope considerations.
- Personal Protective Equipment
 - Identify hazards and advise management of the proper and approved safety guards and personal protective equipment, in advance of actual need.
- Inspection System
 - Obtain knowledge of unsafe conditions and practices by frequent, personal inspection and observation. The information gathered from observation and inspection shall be communicated to the responsible manager or supervisor in a timely manner.
- Fire Protection
 - Ascertain adequate fire fighting equipment in on hand and train personnel in its use (if necessary). Advise management on inspection requirements.
- Housekeeping
 - Stress removal of scrap, trash and unused material from working areas and insist upon orderly and safe storage or all material and equipment throughout the area on a daily basis.
- Safety Regulations
 - Safety Coordinators are responsible to keep abreast of all company, federal, state and county ordinances, as well as any other governing agency, regulations, and shall keep management currently advised of all changes and/or additions of any safety regulations that affect the operations.
- Statistics and Injury Reporting
 - Safety Coordinators shall be advised of all injuries, regardless of severity. Copies of the Injury and Accident Investigation Report shall be directed to him/her for review and further investigations, if necessary. Additionally, the respective safety committees shall review these reports.
- Accident Investigation
 - Safety Coordinators shall assist supervisors in their investigation of accidents. The Safety Coordinators with the assistance of the Safety Committees shall review all investigation reports to ascertain that they were carried out properly, finding the true cause and the action necessary to prevent recurrence.
- Conduct and/or conduct weekly or bi-weekly toolbox safety meetings.
- Track and monitor contractor safety.

Superintendents

- Responsible and accountable for project safety.
- Schedule/coordinate pre-planning meeting for the projects.
- Monitor safety performance on the project.
- Commit to ensuring the safety of every employee in the workplace and lead by example.
- Permit only employees capable and physically suitable of doing an assignment safely to work at that assignment.

- Conduct New Hire Orientation.
- Identify and correct hazards.
- Take progressive disciplinary action when appropriate.
- Coordinate project safety meetings.

Foremen

- Responsible and accountable for the crew's safety.
- Train and monitor individual employee's safe work practices.
- Conduct weekly and daily toolbox safety meetings.
- Identify and correct hazards.
- Investigate every accident and near miss.

Employees

- To work in a safe manner at all times and comply with all safety rules, procedures and requirements.
- To report all injuries, no matter the severity to their supervisor immediately.
- Utilize proper judgment in their personal work habits and report to work in a fit condition to meet job obligations.
- Attend new hire orientation and complete orientation and safety checklists.
- Attend weekly, daily, and special safety meetings.
- Use safety equipment supplied to them.
- Do not proceed with work if unsafe conditions exist.
- Report unsafe conditions.
- Take care of employer tools and personal protective equipment supplied.
- Shall not remove, displace, damage, destroy or carry off and safety device, safeguard, notice, or warning, furnished for use in any employment, or place of employment.
- To keep their work area clean and free from safety and health hazards.
- Be familiar with emergency procedures and participate in all Emergency Drills.
- Participate in the safety program.
- Work in a safe manner – **NO SHORTCUTS!**

Safety Committee

- Consists of management and employee representatives that have an interest in the general promotion of safety and health for Robinson Brothers Construction.
- Responsible for reviewing company safety program to keep it updated.
- Responsible for recommending ways to improve safety and health in the workplace.
- Define problems and obstacles to loss prevention.
- Identify hazards and suggest corrective actions.
- Help identify employee safety training needs and develop or provide recommendations for improvement.

(Management/supervision is responsible for approval of recommendations.)

DISCIPLINARY POLICY STATEMENT

Discipline is an essential part of any good safety program.

Robinson Brothers Construction will use a three step disciplinary procedure for all at fault accidents, incidents, violation of company policies/procedures or safety violations by all employees in a twelve month period.

1. First at-fault - accident, incident, or violation of company policies/procedures or safety violation in a twelve month period:
 - A. Written warning will be placed in employee's personnel file.
 - B. Disciplinary counseling session with supervisor and/or superintendent, or you may be subject to post incident drug testing, suspension, and/or dismissal based on evaluation of the circumstances.
2. Second at-fault - accident, incident, or violation of company policies/procedures or safety violation in a twelve month period:
 - A. Written warning will be placed in employee's personnel file.
 - B. Disciplinary counseling session with company president and/or safety director.
 - C. Automatic minimum 2-day suspension without pay.
 - D. Delay of pay review date for at least 6 months beyond scheduled date, or you may be subject to further suspension, post-incident drug testing, and/or dismissal based on evaluation of the circumstances.
3. Third at-fault - accident, incident, or violation of company policies/procedures or safety violation in a twelve-month period.
 - A. Written warning will be placed in employee's personnel file.
 - B. Disciplinary counseling session with company president and safety director.
 - C. Automatic suspension of 2 weeks without pay.
 - D. Delay of pay review date for at least 12 months beyond scheduled date, or you may be subject to further suspension, post-incident drug testing, and/or further disciplinary action, including dismissal.

Note: At fault determination to be made by supervisor and/or safety director.

Appeal, if necessary, to Corporate Safety Committee.

Safe Work Rules

GENERAL -- ALL OPERATIONS

1. Report to work in good physical and alert mental condition.
2. Wear the proper clothing for your job, including a shirt, work shoes and long pants.
3. The use or possession of intoxicating beverages or drugs on the job is prohibited. Reporting to work under the influence of alcohol or illegal drugs is prohibited. The use of certain prescription drugs may impair your performance on the job. Please notify your supervisor when using prescription medications.
4. Obey all special rules and instructions, caution or warning signs and traffic laws.
5. Understand your work assignment and make certain you are fully qualified for the job.
6. Possession of firearms or weapons on Company property, or while in the care and control of the Company, is prohibited.
7. Look for hazards, unsafe conditions or practices and report them immediately to your foreman unless you can correct the condition safely yourself and then report.
8. Learn and follow the specific safety regulations which apply to your job. If you don't know or understand the regulations that apply to your job, ask your supervisor.
9. Use the safety equipment and devices provided for your protection.
10. Only operate and/or repair machinery, equipment or electrical circuits if you are qualified to do so.
11. Never enter any confined space such as a manhole, underground vault, tank, pipes, mixer drum, etc. without first determining if there is adequate ventilation and that there are no flammable or toxic gases. Then enter only with proper safety devices such as a lifeline and only with another person standing by to help if necessary.
12. When lifting heavy or awkward objects get help or use mechanical lifts available. If you must lift the object yourself, squat or kneel to lift the load. Use your leg muscles and keep the load close to your body.
13. Keep work areas clean and free of debris and other hazards.
14. Know where emergency equipment is located, such as fire extinguishers, first aid supplies, life saving equipment, etc. and report the use of any emergency equipment so that it can be replaced.
15. **If injured in any way, you must report to your supervisor immediately and obtain first aid or authorized medical treatment.** If no treatment is required, the incident should be reported so an action plan can be developed to prevent future injuries.
16. Disregard of safe work practices, any of these rules or other safety instruction could be cause of termination of employment.

HOUSEKEEPING

1. Do your part to keep work areas, ramps, platforms, access roads or paths clear of debris, which creates tripping and fire hazards.
2. At no time shall scrap or debris be permitted to accumulate to such a degree to endanger health, or to cause a safety and/or health hazard.
3. Materials should be stacked and stored away from foot traffic.
4. Keep stairway and ladder access ways clear of debris.
5. All flammable liquids must be stored in an appropriate approved safety can.
6. Clean up any spilled fuel or flammable liquids.
7. Keep tools and materials in proper containers.

Good housekeeping directly affects Safety, Quality and Production.

1. A neat, clean store and jobsite reflects directly on the workmanship of the employees. Many times it is the first thing a person will observe on the job or in the stores. This creates a lasting impression.
2. It is the responsibility of every employee to keep his or her work area neat, clean and organized. When this happens every employee has a safe area to work in. Never rely on someone else to maintain your area.
3. Good housekeeping is especially critical in access areas. Aisles, passageways, stairs, floor perimeters and entrances must be kept clear of all debris and tripping hazards.
4. All jobsites/branches shall be kept clean to the extent that the nature of the work allows (work in progress, work complete).
5. All floors, working surfaces, and passageways shall be kept free from protruding nails, splinters, loose boards or openings.
6. Cleaning and sweeping shall be done in a manner to minimize contamination of the air with dust.
7. In areas where workers may pass or perform duties, all debris and accumulations or material shall be removed. Hoses and electrical conductors across aisles or passageways shall be covered or suspended overhead so that there is no tripping hazard.
8. Where mechanical equipment is used, sufficient safe clearances shall be allowed for aisles, at loading docks, through doorways and wherever turns or passages must be made.
9. Storage of material(s) shall not create a hazard. Containers, bundles, construction materials, scaffold and other equipment shall be stored in tiers, stacked, blocked or interlocked. They shall be limited in height so that they are stable and secure against falling, sliding, or collapse.
10. Free access shall be maintained at all times to all electrical panels, exits, fire alarm boxes, fire extinguishing equipment, and other emergency equipment. Free access means clear of all obstructions.
11. Working and storage areas shall be kept free from accumulation of materials that pose hazards for tripping, fire, explosion, or pest harborage.
12. Lunchrooms, washrooms, and restrooms shall be kept in a clean and sanitary condition. Garbage cans in lunchrooms and restrooms shall be equipped with fitted covers and the contents disposed of daily.
13. All floors and walkways shall be maintained in good condition.

14. Containers shall be provided for the collection and separation of waste, trash, oily or used rags, and other refuse. Containers used for garbage and other oily, flammable or hazardous wastes, such as caustics, acids, harmful dusts or similar materials shall be equipped with covers.

PERSONAL PROTECTIVE EQUIPMENT

1. Hardhats are required at all times on all jobs and while operating all equipment including equipment equipped with ROPS and/or FOPS. Hardhats are not required in office areas, walking to and from vehicles into office areas, in autos or trucks or construction equipment with fully enclosed cabs. This policy affects all employees, subcontractors, suppliers and visitors. Modified or defective hardhats and bump caps are not acceptable.
2. Sturdy work shoes or boots in good repair that cover the ankle are required at all times on all jobs and company property except in office areas. **Sturdy work shoes or boots do not include athletic shoes, deck shoes, slippers or casual footwear.**
3. Eye and face protection will be provided and worn whenever operations present eye or facial injury potential. This would include but is not limited to drilling operations, grinding, welding, cutting and hammering.
4. Whenever you are working on foot and exposed to mobile equipment or vehicular traffic, including grade checkers, inspector, spotters, etc., you must wear high-visibility orange apparel. (Must be reflectorized after dark.)
5. Use proper respiratory equipment whenever there is exposure to harmful dust, fumes, vapors or gases. Your supervisor will help you select the right respirator to protect you. Respirator use will be allowed only after you have been deemed medically capable to wear a respirator, fit-tested, and trained. Your supervisor must approve voluntary use.
6. Wear appropriate clothing, gloves and boots, etc. whenever working with cement products, acids or chemicals.
7. You must wear hearing protection, such as plugs or muffs, as directed or whenever exposed to noise levels exceeding 85 decibels. In general, if you need to shout in order to converse with a person close by, you should find out if hearing protection is required. Ask your supervisor.

Machinery and Equipment

1. Only operate, service or repair machinery or equipment if you are qualified to do so. Forklifts may be operated by individuals who have been trained, tested and certified by the company to do so.
2. If you operate power-driven equipment or vehicles you must make a careful walk around inspection at the beginning and end of each shift. Any defects affecting safety must be reported to your foreman immediately and repaired before the equipment is operated. Forklifts have an inspection checklist that must be filled out before use on any shift.
3. Before starting machinery or putting equipment in motion, make certain there will be no danger to other persons or property.
4. **The use of seat belts is required when operating motor vehicles or mobile equipment.**
5. If you operate equipment, you are responsible for its safe operation. You must have knowledge of the safety regulations applicable to your equipment and its operation. If in doubt, ask your supervisor before proceeding.
6. Never service or repair machinery or equipment while it is in motion; only service or repair equipment you are trained and authorized by the company to do so. **Always lockout machinery or equipment being serviced to prevent possible injury.**
7. When mounting or dismounting equipment always use the stairs or ladder. **Never try to jump off.**
8. Never ride any machinery, equipment, loads, or hooks unless approved safety facilities or devices are used.
9. Equipment must never be operated within 10 feet of energized high voltage electrical lines.
10. Always stay outside the area within the swing radius of rotating machines such as cranes, shovels, excavators, or backhoes.
11. All equipment must be safely parked, chocked and secured before it is left unattended, even for short periods of time. Lower all cutting edges, blades, booms, buckets, scraper bowls, etc. to the ground and secure from possible movement. If you will be more than 25 feet away from the equipment, remove the keys and take them with you.

HAND AND PORTABLE ELECTRIC TOOLS

1. Always use the right tool for the job.
2. Keep tools in good working condition. Do not use defective, dull or damaged tools.
3. Report any defective tools or equipment to your supervisor or foreman.
4. Keep guards and safety devices in place and functioning properly.
5. Inspect electric cords, plugs and receptacles before use and have them repaired or replaced if worn or damaged. Electric cords should not be spliced and taped.
6. Make certain that all electric hand tools and exposed non-current-carrying parts of motors, generators (including portable) and control equipment are properly grounded.
7. Do not use the power cord to lift or lower portable electric tools.
8. Disconnect tool from power source before changing drills, blades, or bits, or attempting repairs or adjustments.
9. Never leave a running tool unattended.

LOCKOUT/TAGOUT

A lockout/tagout program has been developed for the safety and welfare of Robinson Brothers Construction employees and equipment. It is designed and used to ensure that the machine or equipment is isolated from all potentially hazardous energy, and locked out or tagged out before employees perform any servicing or maintenance activities where unexpected energizing start-up or release of stored energy could cause injury. This includes electric, air, spring, hydraulic pressure, steam and chemical. Only employees who have trained in the safety significance of the lockout/tagout procedures are authorized to repair and maintain equipment.

_____ is responsible for the Lockout/Tagout Program. His/her responsibilities include monitoring the program and completing yearly inspections of the program.

Note: *Exception to the above are minor tool changes and adjustments, and other minor servicing. Activities which take place during normal production operations are not covered by this standard if they are routine, repetitive, and integral to the use of the equipment for production, provided that the work is performed using alternative measures which provide effective protection*

FALL PROTECTION

Fall protection will change from jobsite to jobsite. Fall restraint systems or fall arrest systems or a combination may be used to protect from a fall hazard of 6 feet from level to level or greater. The following are a few examples and safe work rules for fall restraint and fall arrest systems.

- A. **Warning line system** – The warning line system can be used to provide fall protection on roofs with a sloop of 4-in-12 or less. The warning line system must be erected on all open sides of the work area and consist of stanchion posts with flagged wire, rope, or chain.
 - 1. Employees are not allowed to enter between the warning line and the roof edge unless performing work in that area.
 - 2. Access areas that are not in use should be blocked off with a chain, wire, rope, or other barricade.
 - 3. Employees working outside of the warning line must be protected with a personal fall arrest system or a safety monitoring system.
 - 4. Do not store material or use mechanical equipment outside the warning line.
- B. **Safety Monitoring System** – The safety monitoring system is a fall protection system where a competent person monitors workers and warns them when they are working in an unsafe manner or appear to be unaware of a fall hazard.
- C. **Guardrails** –
- D. **Personal Fall Arrest System** – The personal arrest system consists of a full body harness, a lanyard, safety line, and an anchorage point.
 - 1. Inspect fall arrest systems prior to use. Defective equipment should be taken out of service.
 - 2. Fall arrest equipment should not be stored where it will be exposed to sunlight, rain, or extreme temperatures.

3. Avoid tying off around rough or sharp areas.
4. Always use locking snap hooks or D-rings.
5. When vertical lifelines are used, each person must be attached to separate lifelines.
6. Never use any part of the fall arrest system for hoist materials.

LADDERS

1. Portable ladder side rails should extend 3 feet above the landing surface and be secured at the top to prevent slipping.
2. Inspect the ladder, rungs, and rails for any cracks, defects, or corroded materials. Any ladder found to have defects must be taken out of service and tagged "Do Not Use".
3. Do not use a ladder with missing or split rungs or rungs with grease, oil, or other slippery substance.
4. Ascend and descend while facing the ladder.
5. Do not exceed manufacturers intended weight load.
6. The ladder base should be placed one foot away from the building for every four feet in height.
7. Keep both hands free to hold the ladder. Do not carry anything up the ladder that could cause a fall.
8. The area around the top of the ladder and the bottom must be kept clear for access and egress.

SCAFFOLDING

1. All scaffolds must be inspected before beginning work by a competent person. Check to make sure handrails, midrails, toeboards, decking, locking pins, etc. are in place.
2. Scaffold may be move, erected, altered, or dismantled only under the supervision of a competent person.
3. The base of the scaffolding should be firmly in place and on a level area: the wheels on movable scaffolding should be locked.
4. Place a toe board on the scaffolding when using tools or other objects that could fall.
5. When working level of scaffolding must be completely planked. The planks should be placed so there is no space between them to allow tool or other material to fall through.
6. Scaffolds 10 feet or more in height must incorporate fall protection system consisting of guardrails or personal fall arrest systems.
7. Never place ladders or other devices on scaffolds to access higher elevations.
8. Use a ladder or stair to climb a scaffold. Do not climb cross braces or end frames to access scaffold platforms unless end braces are specifically designed for such use.
9. Never ride on a mobile scaffold that is being moved. Secure or remove tools on the scaffold before moving it.
10. Be aware of overhead power lines. Make sure the scaffold does not touch or come too close to the power lines.
11. Do not exceed the manufacturers intended weight limit.
12. Scaffolds must be secured at the closest horizontal member to the base height to width ratio of 4:1 and be repeated vertically every 20 feet or less for scaffolds 3 feet wide or

less and every 26 feet for scaffolds greater than 3 feet wide and horizontally every 30 feet to prevent movement.

13. Scaffolds should be capable of supporting at least four times the maximum intended load without failure.
14. Lock all caster brakes when a tower is in working position for rolling scaffolds.
15. All employees are required to be trained in the hazards associated with scaffolding.

FIRE AND FLAMMABLE MATERIALS

1. All flammable liquids are to be stored only in approved closed metal containers labeled **FLAMMABLE**.
2. Keep combustible waste materials picked up and discarded regularly (daily).
3. Know the location and proper use of fire extinguishers and use only for fire fighting. Fire extinguishers must be serviced after use.
4. Use proper precautions when transferring fuel or refueling equipment. Stop motors, provide for grounding and bonding, do not smoke or allow open flame or any other source of ignition in the area, close containers and eliminate any spillage.
5. Oxygen and acetylene cylinders are to be secured upright, stored separately (at least 20 feet apart) and not near other combustible materials, particularly oil and grease.
6. Never weld, burn, or cut any containers that have held flammable liquids unless they are filled with water or are completely cleaned, ventilated and tested.
7. Never use gasoline for cleaning purposes. Use only approved cleaning solvents, in well-ventilated areas.

Emergency Action Plan

In the event of an emergency (fire, earthquake, etc.) these procedures will be followed by all Robinson Brothers Construction employees and their visitors.

Employees will be notified of fire emergency by a constant loud alarm. The alarm system automatically notifies the fire department. The alarm will continue until the fire department has established there is no further risk to occupants. **Under no circumstances shall any employee or visitor disregard the alarm and evacuation procedures.**

1. Employees and visitors will proceed in an orderly manner to the nearest exit. Fire extinguishers are used for escape and small fires.
2. Upon exiting the building all employees and visitors will meet outside in the parking lot or other safe area for a head count.
3. No employee or visitor will be allowed back in the building until authorized by the fire department.

The following employees may administer first aid and CPR:

Rescue duties may be performed by trained First Aid and CPR only.

Other Emergencies

Snow and Ice – If snow and/or ice develop during office hours the Management or an employee acting on his behalf will notify employees of early closure. If snow and/or ice develops after business hours the Management or an employee acting on his behalf will notify employees at home of office closure. However, you know the area that you live in and how condition may affect your travel, so if you must leave early or report late discuss the situation with your Supervisor.

Earthquake – During the earthquake remain inside the building. Get under shelter (desk, table, etc.). Keep at least 15 feet from windows. After the earthquake remain where you are for several minutes in case of after shocks. Evacuate when authorized to do so. Assist the injured (National Safety Council).

Bomb Threat – If you receive a bomb threat, obtain as much information from the caller as possible. After you hang up the phone, immediately call 911, tell that a bomb threat has been received, and answer their questions. Sound the fire alarm and exit the premises. Follow normal evacuation procedures.

Training

All employees will read through the emergency action plan upon hire. Employees will be notified of changes to the Emergency action plan at safety meeting.

* A copy of the Emergency Action Plan will be kept in the safety manual.

SAFETY MEETINGS

Tailgate and Toolbox safety meetings are held for your benefit. You are required to attend and encouraged to participate and offer suggestions for improving safe work conditions or practices.

SAFETY COMMITTEE

The Safety Committee is composed of management and employee representatives usually two of each. The Safety Committee reviews safety and health issues, analysis's accident investigations, and recommends methods for improving the overall safety operations to top management. Each employee is an important member of the safety team through their actions and suggestions to Safety Committee members. Work together to prevent accidents.

BACK INJURY PREVENTION

Back injuries are the most common and one of the most debilitating afflictions that an employee may experience. Most back injuries are caused by the cumulative stress of using poor lifting techniques, as well as other factors, such as fatigue, and poor physical condition. Learning and using proper lifting techniques and following commonsense guidelines an employee may prevent most back injuries.

1. Use equipment, such as hoist, dollies, and forklifts to help your lifting.
2. Stretch to loosen up and prepare your muscles to work.
3. Check the weight of an object before you lift it.
4. If the object is too heavy, **get help**.
5. Firmly grasp the object you are lifting, and keep the object close to your body.

6. Lift with your legs. **Do not lift with your back.**
7. When turning move your feet. **Do not twist your back.**
8. Make sure your path of travel is free of obstructions.

First Aid

1. Know the location of first aid materials and obtain first aid for all injuries, no matter how minor.
2. If you hold a current First Aid Card, such as one issued by the Red Cross or the Mine Safety and Health Administration, please let your supervisor know. You are encouraged to participate in any first aid training, which may be made available to you.

Medical Treatment INJURY REPORTS

During your employment with Robinson Brothers Construction you are covered by Workers' Compensation for medical treatment and disability due to any injury suffered in the performance of your duties. Failure to comply with the following guidelines may result in corrective action up to and including termination.

1. Report any work connected injury or illness to your supervisor immediately (regardless of how minor it may appear to be).
2. Obtain authorization from your supervisor (*or other company rep*) for medical treatment. You are encouraged to go to an Occupational Health Clinic or Hospital as an initial contact. These physicians are best equipped and experienced to handle occupational injuries.
3. Obtain prompt medical attention. Don't wait until it is convenient at a later date.
4. Inform your supervisor if you are unable to return to work because of injury, with an estimate of the length of disability if possible.

If you engage the services of a physician on your own without notifying your supervisor, you may be held responsible for payment of bills incurred and may jeopardize your eligibility for disability benefits.



Robinson Brothers Construction, Inc.

Drug and Alcohol Policy

PHILOSOPHY

The company believes that it has an obligation and right to have alert, drug/alcohol free employees on the job, and must provide a safe work environment. This means that during working hours, all employees are expected to be free from any substance, whether legal or illegal, that can negatively affect job performance or risk the health and safety of employees and the public.

The purpose of this testing policy is to protect the physical and psychological well-being of all employees at the company's facilities and job sites and protect the safety of the public. Use of intoxicants and drugs that alter the ability to function on the job in an effective and safe manner will not be tolerated. The use of or condition of being under the influence of drugs/alcohol while at work can affect the morale of other employees as well as increase accidents, theft, and absenteeism. This testing policy is a critical step in establishing and maintaining an efficient and safe work force and will be applied in conjunction with all established company policies, procedures and programs.

The company will vigorously pursue the enforcement of this policy, and will make efforts to protect the privacy of its employees. It is the intent of this policy to encourage and support the employee recovery from substance abuse through the Employee Assistance Program (EAP), unless the EAP proves ineffective for that employee.

POLICY ON ALCOHOL AND DRUGS IN THE WORKPLACE

Robinson Brothers Construction, Inc. has a strong commitment to its employees to provide a safe environment and to promote high standards of employee health. Consistent with the spirit and intent of this commitment, we have established this policy on drug and alcohol use. Our goal is to establish and maintain a work environment that is completely free from the effects on employees of alcohol and drug use.

Drug and alcohol abuse is a threat to us all. It threatens your safety on the job and your job security. If you are a drug or alcohol abuser, it threatens your right to a healthy, productive and rewarding life.

We have no intention of interfering with the private lives of our employees, however; we expect employees to report to work in a condition to perform their duties in a safe, effective and efficient manner. An employee's "privacy" right to his or her "personal life" does not mean that he/she has the right to endanger themselves or any co-worker by working under the influence of drugs and alcohol.

While the Drug and Alcohol policy applies to all RBC employees, there are additional specific requirements for DOT Drivers:

A critical part of the company's program is compliance with the Federal Motor Carrier Safety Regulations, [CFR 49, Part 382](#). The following information is provided in accordance with [Part 382.601](#)

Categories Subject to Testing

All vehicle drivers who hold a Commercial Driver's License (CDL), work part or full time for Robinson Brothers Construction are subject to the controlled substances testing provisions in part 382.

Safety Sensitive Functions

All drivers are considered to be performing safety sensitive functions during any period in which they are actually performing, ready to perform, or immediately available to perform as a driver of a commercial motor vehicle. These functions are further defined as:

- a. Time at a terminal, facility or other property waiting to be dispatched.
- b. Time inspecting equipment as required, or servicing/conditioning a motor vehicle.
- c. Driving.
- d. Time spent in or on any commercial vehicle.
- e. Time spent loading or unloading a vehicle or remaining in readiness to operate a vehicle.
- f. Time spent supervising or assisting loading or unloading a vehicle.
- g. Time spent attending a vehicle being unloaded.
- h. Time spent performing driver requirements relating to accidents.
- i. Time spent repairing, obtaining assistance or remaining in attendance upon a disabled vehicle.
- j. Time spent providing a breath or urine sample in compliance with the requirements of Part 382.

Prohibited Conduct

Specifically, all drivers who are performing safety sensitive functions must comply with the following:

- a. No employee shall report for duty or remain on duty while having an alcohol concentration of .02 or greater.
- b. No employee shall possess alcohol, unless the alcohol is manifested and transported as part of a shipment.
- c. No employee shall use alcohol while performing safety sensitive functions.
- d. No employee shall perform safety sensitive functions within four hours of using alcohol.
- e. No employee required to take a post-alcohol test shall use alcohol for eight hours following the accident, or until he or she undergoes post-accident alcohol testing, whichever occurs first.
- f. No employee shall refuse to submit a post-accident, random, reasonable suspicion, or follow-up alcohol or controlled substance test.
- g. No employee shall report for duty or remain on duty when the driver uses any controlled substance. An exception is when the use of the controlled substance is pursuant to the instructions of a physician who has advised the driver that the substance does not adversely affect the driver's ability to safely operate a commercial motor vehicle. (The employer may require a driver to inform the employer of any therapeutic drug use.) Note: The use of another individual's prescription medicine may be considered prohibited controlled substance use.
- h. No employee shall report for duty, remain on duty, or perform safety sensitive function if the driver tests positive for controlled substances.

Types of Testing

The following alcohol and controlled substances tests will be performed. In order for the employee to be allowed to perform safety sensitive functions, a negative result for controlled substances and an alcohol concentration of less than .02 will be necessary. (A concentration of 0.02-0.039 will result in a 24-hour disqualification. A concentration of 0.04 will result in a positive test)

- a. Pre-employment – administered prior to an employee performing safety sensitive functions for the first time for an employer. (controlled substances testing only)
- b. Post-accident – administered as soon as practicable, following an accident involving a commercial motor vehicle, if there is a fatality, or if the driver is cited for a moving traffic violation. (we must test for alcohol within 8 hours of the accident, and controlled substances within 32 hours).
- c. Random – administered if a driver's name is selected in a random drawing conducted periodically throughout the year. Drivers notified of a random selection must submit immediately for testing.
- d. Reasonable suspicion – administered if the employer has a reasonable suspicion to believe the driver is in violation of any of the prohibitions listed above.
- e. Return to duty – administered prior to a driver returning to duty, following a "positive" controlled substances or alcohol test. We must also administer a return to duty test if a driver is disqualified from the random pool for any reason, and then re-enters the random pool.
- f. Follow-up – If a driver has refused to test or tested positive, and wishes to be requalified to perform safety sensitive functions, he/she must be counseled by a Substance Abuse Professional (SAP), follow the recommended program, and then produce a negative "return to duty" test result. The SAP will then direct the company to administer a minimum of six "follow-up" tests in the next 12 months. This number may be increased by the SAP. The company will select the times for the follow-up tests.

Testing Procedures

All testing will be performed with procedures that are outlined in the Code of Federal Regulations, Part 40. These procedures are designed to protect the driver, maintain integrity in the testing process and safeguard the validity of the test results.

Consequences of Prohibited Conduct

Any driver who engages in conduct prohibited by Part 382 will be immediately removed from performing any safety sensitive functions. In addition, the driver will be subject to termination from his/her employment with Robinson Brothers Construction. Under the company's current policy, the driver who test positive will be offered a "once per lifetime" last chance to be reinstated. The reinstatement will be subject to the driver submitting to a treatment needs assessment by an authorized Substance Abuse Professional, and following and completing the recommended treatment. In addition, the driver will be required to submit to a Return to Duty controlled substance and/or alcohol test.

Refusal to Test

If any driver refuses to test under the conditions outlined in [Part 382](#), the refusal will be treated as a positive result, and will be subject to consequences of a positive test.

Information

The following pages contain information regarding the symptoms and effects of the use of alcohol and controlled substances.

All employees are encouraged to be familiar with this document and with the requirements of the Federal Motor Carrier Safety Regulations, [Part 382](#) and [Part 40](#).

[Alcohol and Controlled Substance Facts](#)

BASIC INFORMATION ABOUT ALCOHOL & CONTROLLED SUBSTANCES

ALCOHOL

Section 382.601(b)(11) FMCSR mandates that all employees be provided with training material discussing the effects of alcohol and controlled substance use on an individual's health, work, and personal life.

The following information is intended to help individuals understand the consequences of alcohol and substance abuse.

ALCOHOL

Although used routinely as a beverage for enjoyment, alcohol can also have negative physical and mood-altering effects when abused. These physical or mental alterations in a driver may have serious personal and public safety risks.

Health Effects

An average of three or more servings per day of beer (12 oz.), whiskey (1 oz.), or wine (6 oz.) over time may result in the following health hazards:

- Dependency
- Fatal liver diseases
- Kidney disease
- Pancreatitis
- Ulcers
- Decreased sexual functions
- Increased cancers of the mouth, tongue, pharynx, esophagus, rectum and breast
- Malignant melanoma
- Spontaneous abortion and neonatal mortality

Social Issues

- 2-3% of the driving population are legally drunk at any one time. This rate doubles during nights and weekends.
- 2/3 of all Americans will be involved in an alcohol-related accident during their lifetime.
- The separation and divorce rate in families with alcohol dependency problems is 7 times the average.
- 40% of family court cases are alcohol-related.
- Alcoholics are 15 times more likely to commit suicide.
- More than 60% of burns, 40% of falls, 69% of boating accidents, and 76% of private aircraft accidents are alcohol-related.
- Over 17,000 fatalities occurred in 1993 in highway accidents, which were alcohol-related. This was 43% of all highway fatalities.
- 30,000 people will die each year from alcohol caused liver disease.
- 10,000 people will die each year due to alcohol-related brain disease and suicide.
- Up to 125,000 people die each year due to alcohol-related conditions or accidents.

Workplace Issues

- It takes one hour for the average person (150 pounds) to process one serving of alcohol from the body.
- Impairment can be measured with as little as two drinks in the body.
- A person who is legally intoxicated is 6 times more likely to have an accident than a sober person is.

ALCOHOL'S TRIP THROUGH THE BODY

Mouth and Esophagus: Alcohol is an irritant to the delicate linings of the throat and food pipe. It burns as it goes down.

Stomach and Intestines: Alcohol has an irritating effect on the stomach's protective lining, resulting in gastric or duodenal ulcers. This condition, if it becomes acute, can cause peritonitis, or perforation of the stomach wall. In the small intestine, alcohol blocks absorption of such substances as thiamin, folic acid, fat, vitamin B1, vitamin B12 and amino acids.

Bloodstream: 95% of the alcohol taken into the body is absorbed into the bloodstream through the lining of the stomach and duodenum. Once in the bloodstream alcohol quickly goes to every cell and tissue in the body. Alcohol causes red blood cells to clump together in sticky wads, slowing circulation and depriving tissues of oxygen. It also caused anemia by reduction of red blood cell production. Alcohol slows the ability of white cells to engulf and destroy bacteria and degenerates the clotting ability of blood platelets.

Pancreas: Alcohol irritates the cells of the pancreas, causing them to swell, thus blocking the flow of digestive enzymes. The chemicals, unable to enter the small intestine, begin to digest the pancreas, leading to acute hemorrhagic pancreatitis. One out of five patients who develop this disease die during the first attack. Pancreatitis can destroy the pancreas and cause a lack of insulin thus resulting in diabetes.

Liver: Alcohol inflames the cells of the liver, causing them to swell and block the tiny canal to the small intestines. This prevents bile from being filtered properly through the liver. Jaundice develops, turning the whites of the eyes and skin yellow. Each drink of alcohol increases the number of live cells destroyed, eventually causing cirrhosis of the liver. This disease is eight times more frequent among alcoholics than among non-alcoholics.

Heart: Alcohol causes inflammation of the heart muscle. It has a toxic effect on the heart and causes increased amounts of fat to collect, thus disrupting its normal metabolism.

Urinary Bladder and Kidneys: Alcohol inflames the lining of the urinary bladder making it unable to stretch properly. In the kidneys, alcohol causes increased loss of fluids through its irritating effect.

Brain: The most dramatic and noticed effect of alcohol is on the brain. It depresses brain centers, producing loss of coordination: confusion, disorientation, stupor, anesthesia, coma and possibly death. Alcohol kills brain cells and brain damage is permanent. Drinking over a period of time causes loss of memory, judgment and learning ability.

CONTROLLED SUBSTANCES

Marijuana

Health Effects

- Emphysema-like conditions
- One joint of marijuana contains cancer-causing substances equal to 1/2 pack of cigarettes.
- One joint causes the heart to race and overwork. People with heart conditions are at risk.
- Marijuana is commonly contaminated with the fungus aspergillus, which can cause serious respiratory tract and sinus infections.
- Marijuana lowers the body's immune system response making users more susceptible to infection.
- Chronic smoking causes changes in brain cells and brain waves. The brain does not work as efficiently or effectively. Long-term brain damage may occur.
- Tetrahydrocannabinol (THC) and 60 other chemicals in marijuana concentrate in the ovaries and testes.
- Chronic smoking of marijuana in males causes a decrease in testosterone and an increase in estrogen, the female hormone. Therefore, the sperm count is reduced, leading to temporary sterility.
- Chronic smoking of marijuana in females causes a decrease in fertility.
- A higher than normal incidence of stillborn births, early termination of pregnancy, and higher infant mortality rate during the first few days of life are common in pregnant marijuana smokers.
- THC causes birth defects including brain damage, spinal cord, forelimbs, liver, and water on the brain and spine in test animals.
- Prenatal exposure may cause underweight newborns.
- Fetal exposure may decrease visual functioning.
- User's mental function can display the following effects:
 - ✓ delayed decision making
 - ✓ diminished concentration
 - ✓ impaired short-term memory
 - ✓ impaired signal detection
 - ✓ impaired tracking
 - ✓ erratic cognitive function
 - ✓ distortion of time estimation

Workplace Issues

- THC is stored in body fat and slowly released.
- Marijuana smoking has long-term effects on performance.
- Increased THC potency in modern marijuana increases the impairment.
- Combining alcohol or other depressant drugs with marijuana increases impairment.

Cocaine

Cocaine is used medically as a local anesthetic. When abused, it becomes a powerful physical and mental stimulant. The entire nervous system is energized. Muscles tense, the heart beats faster and stronger, and the body burns more energy. The brain experiences an exhilaration caused by a large release of neurohormones associated with mood elevation.

Health Effects

- Regular use may upset the chemical balance of the brain. As a result, it may speed up the aging process by causing damage to critical nerve cells.
- Parkinson's Disease could also occur.
- Cocaine causes the heart to beat faster, harder, and rapidly increases blood pressure. It also causes spasms of blood vessels in the brain and heart. Both lead to ruptured vessels causing strokes and heart attacks.
- Strong dependency can occur with one "hit" of cocaine. Usually mental dependency occurs within days for "crack" or within several months for snorting coke. Cocaine causes the strongest mental dependency of all the drugs.
- Treatment success rates are lower than other chemical dependencies.
- Extremely dangerous when taken with other depressant drugs. Death due to overdose is rapid.
- Fatal effects are usually not reversible by medical intervention.

Workplace Issues

- Extreme mood and energy swings create instability. Sudden noise causes a violent reaction.
- Lapses in attention and ignoring warning signals increases probability of accidents.
- High cost frequently leads to theft and/or dealing.
- Paranoia and withdrawal may create unpredictable or violent behavior.
- Performance is characterized by forgetfulness, absenteeism, tardiness and missing assignments.

Opiates

Narcotic drugs that alleviate pain and depress body functions and reactions.

Health Effects

- Intravenous users have a high risk of contracting hepatitis or AIDS when sharing needles.
- Increased pain tolerance. As a result, a person may more severely injure themselves and fail to seek medical attention as needed.
- Narcotic effects are multiplied when combined with other depressants causing an increased risk for an overdose.
- Because of tolerance, there is an ever increasing need for more.
- Strong mental and physical dependency occurs.
- With increased tolerance and dependency combined, there is a serious financial burden for the user.

Workplace Issues

- Side effect such as nausea, vomiting, dizziness, mental clouding and drowsiness place the user at high risk for an accident.
- Causes impairment of physical and mental functions.

Amphetamines

Central nervous system stimulant that speeds up the mind and body.

Health Effects

- Regular use causes strong psychological dependency and increased tolerance.
- High doses may cause toxic psychosis resembling schizophrenia.

- Intoxication may induce a heart attack or stroke due to increased blood pressure.
- Chronic use may cause heart or brain damage due to severe constriction of capillary blood vessels.
- Euphoric stimulation increases impulsive and risk taking behavior, including bizarre and violent acts.
- Withdrawal may result in severe physical and mental depression.

Workplace Issues

- Since the drug alleviates the sensation of fatigue, it may be abused to increase alertness during periods of overtime or failure to get rest.
- With heavy use or increasing fatigue, the short-term mental or physical enhancement reverses and becomes an impairment.

Phencyclidine (PCP)

Often used as a large animal tranquilizer and abused primarily for its mood altering effects. Low doses produce sedation and euphoric mood changes. Mood can rapidly change from sedation to excitation and agitation. Larger doses may produce a coma-like condition with muscle rigidity and a blank stare. Sudden noises or physical shocks may cause a “freak out” in which the person has abnormal strength, violent behavior, and an inability to speak or comprehend.

Health Effects

- The potential for accidents and overdose emergencies is high due to the extreme mental effects combined with the anesthetic effect on the body.
- PCP, when combined with other depressants, including alcohol, increases the possibility of an overdose.
- If misdiagnosed as LSD induced, and treating with thorazine, can be fatal.
- Irreversible memory loss, personality changes, and thought disorders may result.

Workplace Issues

- Not common in workplace primarily because of the severe disorientation that occurs.
- There are four phases to PCP abuse:
 - ✓ Acute toxicity causing combativeness, catatonia, convulsions, and coma. Distortions of size, shape, and distorted perception are common.
 - ✓ Toxic psychosis with visual and auditory delusions, paranoia and agitation.
 - ✓ Drug induced schizophrenia.
 - ✓ Induced depression, which may create suicidal tendencies and mental dysfunction.

Where evidence indicates to us that an employee may have violated any of the above rules, the employee may be required to submit to a search of her/his possessions and to submit to chemical testing.

When reasonable grounds exist to believe an employee has consumed or is under the influence of alcohol or any substance in violation of this policy, the company may search the employee's possessions located on company property or job site; including clothes, locker, lunch box, tool box, desk, car, etc. The company, in such circumstances, may also require the employee to submit to submit to appropriate tests for alcohol or prohibited drugs or substances in his/her system, including urinalysis or blood and breath tests. Failure to promptly permit such searches or tests will be grounds for immediate termination.

Among the situations where the company may exercise its "reasonable cause" right to test and search include the following:

- An observable symptom of an employee being under the influence of drugs or alcohol.
- On the job accidents involving medical treatment or property damage.
- Unexplained significant changes in behavior (e.g., abusive behavior, repeated disregard of safety rules or procedures, insubordination, etc.)
- Failure to complete or comply with a treatment program already started.
- Failure to sign a "last chance" or work performance contract after treatment has started.
- Employee admissions regarding drug or alcohol use.

These are examples of situations in which the company may ask an employee to submit to a chemical test or search. The company will enforce this policy rationally based on each individual factual circumstance and at its discretion. In some cases it may, based on all factual circumstances, decide not to search or test an employee, despite the fact that it could so under this policy. Such individual situations of company discretion shall not affect the company's right to enforce the policy in other situations.

Employees subject to discharge under Section 4 may be offered the opportunity to participate in a chemical dependency rehabilitation program as an alternative to discharge, provided the employee voluntarily agrees to the terms of a "last chance" agreement. This option will only apply to a first time violation of the drug-free policy. The decision to offer a "last chance agreement" will be made on a case-by-case basis depending upon the circumstances. Not all employees will be offered this option. All treatment, follow-up drug/alcohol testing and other associated costs incurred from a rehabilitation program will be the sole responsibility of the employee.

Testing Procedures for ALL RBC Employees

PRE-EMPLOYMENT TESTING

Employees applying for positions will be required to pass a chemical screen test as a condition of employment. This will be completed before any job offers are finalized. If a pre-employment chemical screen is diluted, the job applicant shall be warned that a second dilute test will result in the job offer being withdrawn.

REASONABLE SUSPICION

All employees will be tested for drugs and or alcohol when there is reasonable suspicion to believe that the employee has violated the company drug and alcohol policy. Whether reasonable suspicion exists depends on the indicators used to determine that an employee may use or be under the influence of drugs or alcohol. Reasonable suspicion also exists when the employee has been arrested during non-working hours for drug or alcohol use.

It is the responsibility of the employee to notify the employer of arrests made for alcohol or drug offenses. Employees who are instructed to submit to testing under reasonable suspicion will be escorted to the facility and will not be allowed to operate a motor vehicle or return to work until test results are confirmed. If the test results are negative the employee will be compensated for the regular amount of hours that they would have worked while waiting for the results. If the test is positive, employee will not be compensated for lost time.

POST-ACCIDENT

Post-accident testing may be required when an employee is involved in an accident, whether the employee is responsible for the accident in whole or in part when another person is operating equipment or motor vehicle. Post-accident testing may be required in the event of an injury requiring medical care, damage to property or in a near miss situation that could have resulted in injury or damage. Testing may also be requested in a “near-miss” situation where injury or property damage could have occurred.

FOLLOW UP TESTING

If the “last chance” contract requires chemical or alcohol monitoring, then the employee will submit to all unannounced requests for drug or alcohol screening during the term of the “last chance” agreement. Refusal or failing to show up for the test within two hours of a request will result in a presumption that the employee was incapable of passing the test and the test results would have indicated an unacceptable level of prohibited substances. If a “last chance” follow-up drug or alcohol test is positive during the term of the agreement the employee will, in most cases, be terminated.

5. Test Results

The employee’s test results, positive or negative, and the fact that the test was performed, will be kept as confidential as possible under all factual circumstances. Positive test results will be considered with medical and other evidence to determine what action, if any, will be taken.

If an employee is currently using legal prescription or nonprescription medications, the employee may be asked to identify any such medications on the consent form prior to testing. If the medication was properly authorized and appropriately used, a positive test result related to that medication will not be the cause for discharge or discipline unless the employee failed to notify the company prior to the test of the use of the medication that could impair their ability to work safely. However, employees are responsible for knowing the effects of any such medications. If an employee is taking any medication that may interfere with his/her ability to perform the job, such as medications that cause drowsiness, the employee must report the use of such medication to his or her supervisor before reporting to work.

If a chemical or alcohol specimen screen is determined to be invalid or unreliable by the clinic or certified lab due to circumstances unrelated to the conduct of the employee, the employee will be notified of the circumstances that require a retest and will have the option of immediately collecting a new specimen.

If a chemical screen or breath specimen is determined to be invalid or unreliable by the clinic or the certified lab because of circumstances related to the conduct of the employee, a presumption will arise that the employee was incapable of passing the test and that the results would have indicated an adverse level of prohibited substances, subjecting the employee to termination as prescribed by the company policy.

6. Medicinal use of Marijuana

The company considers marijuana an illicit substance as defined by the federal government as a Class I controlled substance. The company prohibits employees from having **any detectable level** of marijuana in their system while working for this company.

7. Refusal to Test

Refusal to test includes failure to cooperate with the testing process in a manner which does not allow the test to be conducted, refusal to offer an adequate specimen, failure to immediately report to the collection location when requested, adulterating, substituting or tampering with a specimen, or other behavior that interferes with testing. Consequences of refusals will, in most cases, result in termination of employment.

8. Shy Bladder

Employees unable to provide an acceptable urine sample in a three hour time period after arrival at the testing location will be deemed as refusing to test. If the employee is able to demonstrate that the “shy bladder” situation is due to a qualified medical condition, the company will reverse the “refusal” and consider the test as a negative test result. The employee claiming a medical condition will automatically be placed on unpaid administrative leave for up to five working days after the situation to obtain a written report prepared by a physician who has medical expertise in the condition the employee claims is the reason for the shy bladder. For the purpose of this paragraph, a medical

condition includes an ascertainable physiological condition (e.g. a urinary system dysfunction) or a medically documented pre-existing psychological disorder; but does not include unsupported assertions of “situational anxiety” or dehydration. If the employee has not presented a physician report that is acceptable to the company medical review officer at the end of the five day period, employment will be terminated.

9. Situations Not Covered by Policy

We recognize that situations may arise which are not specifically covered by this policy. We will approach them on a “case by case” basis taking into account such things as the nature of the situation or problem, the employees overall employment record and job assignment, the potential of impact on safety, production and customer service, etc.



Robinson Brothers Construction, Inc.

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	OR810.200(a); MUTCD
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3	December 1, 2014

WORKZONE SAFETY

A. PURPOSE

To ensure employees are trained in proper work zone traffic control procedures and work zone safety.

B. GUIDELINES

APPLICATION

1. This program applies to all Robinson Brothers Construction, Inc. employees involved in designing traffic control plans when establishing a work zone on or near the highway. This includes:
 - § The application of traffic control principles;
 - § Proper placement of traffic control devices;
 - § Flagger safety and certification; and
 - § Understanding how to minimize legal liability associated with a work zones.
2. Evaluation of a work zone must include the type of work to be done, location of the work, expected length of the project when establishing a highway work zone.
3. The work zone must provide adequate protected work space by:
 - § Allowing space for safe movement of crews and equipment;
 - § Use of traffic control devices, such as signs, cones, flaggers, etc.;
 - § Minimize distance and exposure by limiting short term projects not to exceed one mile in length; and
 - § The use of vehicles for protection of workers, when feasible.
4. Adequate warning time for motorist and appropriate reaction time to make adjustments to traffic pattern must be considered. Guidance to drivers must be clear and visible for the motorist's perspective. Do not move motorist unnecessarily out of their normal driving pattern.
5. Supervisor or lead person is required to drive through the work zone, immediately following set-up, to review signs, traffic flow and pattern, and consistency in message to drivers. Signs must be clear to the work being

done, consistently applied, are clean and in good repair. When signs are not in use, turn, cover, or remove signs as soon as possible.

6. Supervisor or lead person is required to inspect all work zones. Initial review after set-up, mid-shift review, and end of shift review. Inspections must be documented, hazards identified and corrected, verify repairs and improvements made, assess correct personnel and inventory for the project and document all close calls, incidents, or complaints by motorist or flaggers.
7. Documentation of incidents or accidents in a work zone must be immediate and include: time work began, type of work, traffic control devices used and application, names of personnel on the job, type of equipment used, and changes in permanent or temporary regulatory devices during project, such as: signs.

FUNDAMENTAL PRINCIPLES

1. Traffic safety in temporary traffic control areas should be an integral and high priority element of every project.
2. A traffic control plan, in detail and appropriate to the complexity of the work shall be prepared and understood by all workers before the work begins.
3. Traffic movement should be inhibited as little as practicable.
4. Adequate warning should be provided to assure the motorist of positive guidance in advanced of and through the work area.
5. Traffic control in work and incident sites should be designed on the assumption motorist will only reduce their speed if they clearly perceive a need to do so.
6. Motorist should be guided in a clear and positive manner. Frequent or abrupt changes in geometric, such as lane narrowing, dropped lanes, or main roadway transitions which require rapid maneuvers should be avoided.
7. Provisions should be made for the safe operation of equipment and emergency vehicles.
8. Construction and maintenance time should be minimized to reduce exposure.
9. Routine inspection of traffic control elements will be performed.
10. Only individuals who are trained in the principles of safe traffic control shall be responsible for safety at work sites.
11. Modifications in traffic control may be required in order to expedite safe traffic movement and promote worker safety. Changes or modification to Robinson Brothers Construction, Inc. standards must be approved by Robinson Brothers Construction, Inc. Management.
12. All traffic control devices shall be removed immediately when no longer needed.

C. ROLES & RESPONSIBILITIES

EMPLOYEES

1. Only employees who have been trained in work zone traffic control will be assigned the duties of setting up a work zone.
2. Flaggers must have completed a work zone traffic control Flagger course.
3. Employees shall ensure safe work practices and procedures are followed and applied. All unsafe acts and conditions will be promptly reported to immediate manager, supervisor, or lead person.
4. All employees are responsible for observing the flow of traffic, pedestrians, and bicyclists to help in assessing any changes that allow for smoother movement through the work zone.

MANAGERS

1. Managers and Supervisors are responsible for the proper training and use of equipment by their employees.
2. Managers and Supervisors are responsible for the traffic control practices that are in accordance with RBC standards.
3. Managers and Supervisors shall ensure the work zone provides adequate visibility, warning time, and reaction time for motorists.
4. Managers and Supervisors shall require employees to assist their work and traffic flow for minimizing exposure to traffic.

D. TRAINING REQUIREMENT

1. Personnel who are flagging shall be current in Flagger training through an approved training provider.
2. Training must include: a) establishing a work zone; b) work zone parts and devices; c) tapers and cone spacing; d) principles and roles of the Flagger; e) documentation and legal liabilities; f) basic traffic flow management, and g) highway work zones from the driver's perspective.

E. TRACKING REQUIREMENTS

1. No OSHA tracking requirement.
2. Managers and Supervisors are responsible for ensuring appropriate employees receive initial training in WZTC. Retraining is required every three years.

F. INSPECTION AND REVIEW

1. The application of this standard may be inspected during the quarterly safety committee inspections or reviewed by Robinson Brothers Construction, Inc. Management.
2. In addition, employees are responsible for inspection of each work zone before work begins, during, and at the end of the day.



Robinson Brothers Construction, Inc.

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Fleet Auto Policy

Robinson Brothers Construction, Inc. (RBC) is committed to the safe and efficient operation of all company vehicles. We accept this responsibility and will make every effort to provide an environment that encourages this objective.

By accepting this responsibility, we will endeavor to comply with all federal, state, and local rules and regulations regarding vehicle operation, maintenance and use. Every employee is an integral part of this process and is expected to meet this commitment.

RBC Safety Director has overall responsibility for the vehicle safety program. Drivers are responsible for the care and operation of vehicles assigned to them.

Driver and Vehicle Maintenance Responsibility

- There will be no driving company vehicles while under the influence of drugs or alcohol. Exception with a written prescription from your physician that does not interfere with your work or driving.
- Maintenance identification needs of vehicles are the responsibility of the assigned driver. Maintenance personnel are to be notified of mechanical concerns other than regularly scheduled preventative maintenance service work. Vehicles are to be maintained in a clean and acceptable condition to reflect favorably on the company's business image.

Company Vehicle Personal Use Policy

- Intended use of company vehicles is for conduct of company business. No personal use of company vehicles is allowed other than to commute to and from the job site.
- No other person is allowed to operate a company vehicle except assigned driver or other authorized company employee.

Personal Vehicle Use Policy

Employees who drive their personal vehicles while conducting organization business are subject to the requirements of this Fleet Safety Program and Policy.

Employees must:

- Maintain auto liability insurance which meets or exceeds the state's minimum requirements, such as, but not limited to liability, bodily injury, property damage, and Personal Injury Protection.
- Keep their vehicles compliant with all organization and state vehicle inspection requirements.
- Perform a pre-trip safety check, maintain their vehicles in safe-operating condition, and do not drive a vehicle which has a safety related issue. Documentation of the vehicle maintenance is to be retained and available for review.
- Meet all driver qualification requirements.

MVRs (Motor Vehicle Reports)

- Only employees with a valid driver's license are allowed to drive company vehicles on state and county roads. Employees may be authorized to briefly drive on the jobsite.
- MVRs are ordered and reviewed for all new drivers, to confirm the person has an acceptable driving record before they are allowed to operate a company vehicle. MVR's are ordered and reviewed on an annual basis to confirm the driver maintains an acceptable driving record.
- At anytime during employment should a driver receive a violation or citation on their driving record, whether in company or personal vehicle, they are to report it to **RBC** management immediately.

Accidents

- Report all accidents / incidents immediately to supervisor.
- Make no statements about accepting responsibility for the accident. Give official information only. Company name, name of insurance company, policy #, drivers name, drivers license number, etc
- Get name of other driver, driver license number, vehicle license number, other driver's insurance company and policy number.
- Accidents will be investigated to determine root cause, and if it was preventable by the driver.

Driver performance criteria

Drivers must have an acceptable driving record at the time of hire or when their job duties require them to drive and are expected to maintain an acceptable driving record on an ongoing basis. Driving privileges may be revoked for:

1. Conviction of driving under the influence of alcohol (drunk driving or any other mind altering substance).
2. Refusal to take a breath analyzer test.
3. Two or more preventable accidents in a twelve (12) month period.
4. Fleeing the scene of an accident.
5. Homicide, assault, or criminal negligence resulting from the operation of a vehicle.
6. Driving while license is suspended or revoked
7. Reckless driving.
8. Frequent and/or severe traffic violations such as:
 - a) Three (3) violations in three years.
 - b) Two (2) violations in three years, if speeding 15 or more m.p.h. of posted limit; or
 - c) Two (2) violations in two years.

Employees who, during the annual MVR check, are discovered to have more than three (3) moving violations and/or accidents in the previous 36 months are subject to disciplinary action. Such disciplinary action may include (but is not limited to) suspension from driving company vehicles, demotion to a non-driving classification (possibly including a corresponding wage reduction), or discharge. **RBC** must consider past driving records when determining penalties for excessive moving violations and/or accidents.

Cell Phone Policy

While **RBC** recognizes the inevitability that some business communications must be undertaken by employees while outside the office, it is our policy that safe driving is always your first responsibility.

RBC does not support, encourage, or condone the use of cell phones or other electronic communications devices by any of its employees while driving if doing so will cause any distraction or compromise safety. Good judgment should be exercised at all times when using a cell phone, and care must be taken to ensure that cell phone use does not distract in any way from the paramount duty to operate a vehicle safely and in compliance with all local and state rules of the road.

Unnecessary phone calls should be avoided. If it is necessary to use a cell phone while driving, the following common sense safety guidelines should be followed:

- A "hands free" device should be used for any phone calls initiated or received while driving, so your hands remain on the steering wheel, and your eyes remain on the road without interruption.
- Unavoidable phone calls should be brief. Alert the person with whom you are speaking at the outset of the conversation that you are on a cell phone and may have to abruptly interrupt or postpone the call depending on traffic or other conditions.
- Never take notes of your phone call, look up phone numbers, or attempt to read any materials during your phone conversation while driving.
- Avoid using a phone in heavy traffic, adverse weather, or other hazardous road conditions.
- Consider deferring any cell phone calls you receive until you are no longer driving, or routing the caller to voicemail so that you can retrieve and respond to the phone call when not driving.
- Initiate phone calls, if possible, when traffic is not moving or before you enter traffic.