

# RIVERSIDE CONTRACTING INC.

## Employee Handbook

01/01/2024

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# SECTION 1

# EEO POLICY



Montana Department of Transportation  
Office of Civil Rights  
PO Box 201001  
Helena, MT 59620-1001  
Phone: (406) 444-6945 Fax: (406) 444-7243 TTY: (800) 335-7592  
[www.mdt.mt.gov](http://www.mdt.mt.gov)

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*Montana Annual Equal Employment Opportunity (EEO) Policy Statement  
Valid January 1, 2024 – December 31, 2024*

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**COMPLAINT FORM LOCATED ON LAST TWO PAGES OF THIS DOCUMENT.**

Riverside Contracting Inc., hereafter referred to as 'the Company' or 'this Company' has adopted this policy statement and procedure.

### EEO Policy Statement

*The Montana EEO Policy Statement is required because Montana has an extended list of protected classes greater than the federally identified protected classes.* The Montana EEO Policy Statement will not replace any EEO Policy this company already has in place. It is a statement that provides assurances that this Company will not discriminate against any employee or applicant based on his or her membership in any protected class recognized federally or in the state of Montana.

This policy statement pertains, as far as the responsibility of this Company is concerned, to any arrangement under which applicants, employees, and trainees, are selected for work on Federal-Aid Highway Projects in Montana.

The Montana EEO Policy Statement assures that this Company will fully comply and cooperate with all applicable regulations of the Equal Employment Opportunity Provisions of the:

- **Title VI of the Civil Rights Act of 1964** (42 U.S.C. § 2000d *et seq.*, 78 stat. 252), (prohibits discrimination on the basis of race, color, national origin); and 49 CFR Part 21;
- **The Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970**, (42 U.S.C. § 4601), (prohibits unfair treatment of persons displaced or whose property has been acquired because of Federal or Federal-aid programs and projects);
- **Federal-Aid Highway Act of 1973**, (23 U.S.C. § 324 *et seq.*), (prohibits discrimination on the basis of sex);
- **Section 504 of the Rehabilitation Act of 1973**, (29 U.S.C. § 794 *et seq.*), as amended, (prohibits discrimination on the basis of disability); and 49 CFR Part 27;
- **The Age Discrimination Act of 1975**, as amended, (42 U.S.C. § 6101 *et seq.*), (prohibits discrimination on the basis of age);
- **Airport and Airways Improvement Act of 1982**, (49 U.S.C. § 471, Section 47123), as amended, (prohibits discrimination based on race, creed, color, national origin, or sex);



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- The **Civil Rights Restoration Act of 1987**, (PL 100-209), (broadened the scope, coverage, and applicability of Title VI of the Civil Rights Act of 1964, The Age Discrimination Act of 1975, and Section 504 of the Rehabilitation Act of 1973, by expanding the definition of the terms “programs or activities” to include all of the programs or activities of the Federal-aid recipients, sub-recipients, and contractors, whether such programs or activities are Federally funded or not);
- **Titles II and III of the Americans with Disabilities Act**, which prohibits discrimination on the basis of disability in the operation of public entities, public and private transportation systems, places of public accommodation, and certain testing entities (42 U.S.C. §§ 12131-12189) as implemented by Department of Transportation regulations at 49 CFR parts 37 and 38;
- The **Federal Aviation Administration’s Non-Discrimination statute** (49 U.S.C. § 47123) (prohibits discrimination on the basis of race, color, national origin, and sex);
- Executive Order 12898, **Federal Actions to Address Environmental Justice in Minority Populations and Low-Income Populations**, which prevents discrimination against minority populations by discouraging programs, policies, and activities with disproportionately high and adverse human health or environmental effects on minority and low-income populations;
- Executive Order 13166, **Improving Access to Services for Persons with Limited English Proficiency**, and resulting agency guidance, national origin discrimination includes discrimination because of Limited English Proficiency (LEP). To ensure compliance with Title VI, you must take reasonable steps to ensure that LEP persons have meaningful access to your programs (70 Fed. Reg. at 74087 to 74100);
- **Title IX of the Education Amendments of 1972**, as amended, which prohibits you from discriminating because of sex in education programs or activities (20 U.S.C. § 1681 *et seq.*).
- Executive Order 13672 prohibits discrimination in the civilian federal workforce on the basis of gender identity and in hiring by federal contractors on the basis of both sexual orientation and gender identity.
- Montana Code Annotated (MCA) § 49-3-205 Governmental services;
- Montana Code Annotated (MCA) § 49-3-206 Distribution of governmental funds;
- Montana Code Annotated (MCA) § 49-3-207 Nondiscrimination provision in all public contracts.



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## Non-Discrimination and Equal Employment Opportunity (EEO)

The Non-Discrimination and Equal Employment Opportunity (EEO) Program ensures Montana Department of Transportation (MDT) and its contractors conduct business in an environment free of discrimination, harassment, and retaliation based on protected classes established both by the federal government and the State of Montana. MDT is committed to conducting all of its business in an environment free of discrimination, harassment, and retaliation. In accordance with State and Federal law MDT prohibits any and all discrimination on the basis of protected classes by its employees or anyone with whom MDT chooses to do business.

The federal and state protected classes include:

### Federal and State Protected Classes

- Age
- Color
- Disability
- Gender Identity
- Income Level
- Limited English Proficiency
- National Origin
- Race
- Sex
- Sexual Orientation

### State of Montana Only Protected Classes

- Ancestry
- Gender Expression
- Genetic Information
- Mental / Physical Disability
- Military Service / Veteran Status
- Parental / Marital Status
- Political or Religious Affiliations / Ideas
- Pregnancy
- Childbirth
- Medical Conditions Related to Pregnancy / Childbirth
- Religion / Creed
- Social Origin / Condition
- Vaccination Status or Possession of Immunity Passport

It is the policy of this Company not to discriminate against any employee or applicant for employment because of his or her membership in any of the above listed protected classes.

This Company will take affirmative action to assure equal employment opportunity to all qualified persons, and that all employees are treated equally during employment without regard to their membership in any protected class. Such action shall include but not be limited to:

1. Employment, upgrading, demotion, or transfer
2. Recruitment and recruitment advertising
3. Layoff or termination
4. Rate of pay or other forms of compensation
5. Selection for training, including apprenticeship, pre-apprenticeship and/or on-the-job training



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## EEO Officer Duties

It is the policy of this Company to continuously maintain the appointment of an Equal Employment Opportunity Officer (EEO Officer). The name and contact information for the EEO Officer will be communicated along with this policy.

The Company's EEO Officer has the following responsibilities:

- Effectively administer and promote an active program of equal employment opportunity within the Company;
- Coordinate the EEO Efforts of superintendents, supervisors, foremen, and all others with authority to hire, advance, demote, or discipline personnel;
- Make recommendations, where appropriate, to correct any deficiencies found in the Company's program; and
- Ensure that this policy and procedure are being carried out.

## EEO Procedure

It is the policy of this Company that there not be any discrimination by virtue of protected classes, in the functions of hiring, placement, up-grading, transfer or demotion. In addition, there shall not be any discriminatory practices in recruitment, advertising, or solicitation for employment, rates of pay or other forms of compensation, selection for training including apprenticeship, layoff or termination, or treatment during employment. *This Company has affirmative action obligations in the hiring of minority, female, disabled, and veteran applicants.*

This Company will not use goals, timetables, or affirmative action standards to discriminate against any person because of his or her membership in a protected class.

This Company shall take specific affirmative actions to ensure equal opportunity. Our compliance with this policy and procedure shall be based upon our efforts to achieve maximum results from our actions, and our efforts shall be documented fully. This Company will implement specific affirmative action steps, at least as extensive as the following actions to ensure equal employment opportunity:

1. Ensure and maintain a working environment free of harassment, intimidation, and coercion at all times and in all facilities at which our employees are assigned to work. This Company shall specifically ensure that all foremen, superintendents and other on-site supervisory personnel are aware of and carry out our obligations to maintain such a working environment, with specific attention to minority or female individuals working at such sites or in such facilities.
2. Establish and maintain a current list of minority and female recruitment sources, at least as extensive as that provided by MDT. This Company shall provide written notification to minority and female recruitment sources and to community organizations when employment opportunities are available. Additionally, this Company will maintain a record of the organization's responses.





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3. Maintain a current file of the names, addresses, and telephone numbers of each minority and female that applied off-the-street or is received as a referral from a union, a recruitment source, or community organization. It will be recorded what action was taken with respect to each such individual. If such individual was sent to the Union hiring hall for referral and was not referred back to the company by the union or, if referred, not employed by the Company, this shall be documented in the file with the reason why the applicant was not selected by the Company. And additionally, any actions the company may have taken to employ the candidate will also be noted.
4. When applicable, provide immediate written notification to the Contractor Compliance Specialist when the union or unions with which the Company has a collective bargaining agreement have not referred a minority person or woman sent by the Company, or when the Company has information that the union referral process has impeded the Company's efforts to meet the Company's EEO obligations.
5. Develop on-the-job training opportunities and/or participate in training programs for the area which expressly include minorities and women, when awarded work on a Montana Federal-Aid Highway Project. This includes upgrading programs and Apprenticeship and Training programs relevant to the company's employment needs, especially those programs funded or approved by the Department of Labor. The Company shall provide notice of these programs to the sources identified under number 2 above.
6. Disseminate the Company EEO Policy notice by:
  - providing notice to the unions and other training programs and requesting their cooperation in assisting this Company in meeting our EEO obligations;
  - including the EEO Policy in any policy manual and collective bargaining agreement;
  - publicizing it in the company newspaper, annual report, etc.;
  - specific review of the policy with all management personnel and with all minority and female employees working on Montana Federal-Aid Highway Projects at least once a year; and
  - posting the Company MDT approved EEO Policy on bulletin boards accessible to all employees at each Montana Federal-Aid Highway Project location where construction related work is performed.
7. Review, at least annually, the Company's EEO policy and affirmative action obligations under these specifications with all employees having any responsibility with Montana Federal-Aid Highway Projects for hiring, assignment, layoff, termination, or other employment decisions including specific review of these items with onsite supervisory personnel such as Superintendents, General Foremen, etc. prior to the initiation of construction work at any Montana Federal-Aid Highway job site. A written record shall be made and maintained identifying the time and place of these meetings, persons attending, subject matter discussed and disposition of the subject matter.
8. Disseminate the MDT Approved Company EEO policy externally by including it in any advertising in the news media for all Montana Federal-Aid Highway Project employment opportunities, specifically including minority and female news media and providing written notification to and discussing the



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company EEO policy with other contractors and subcontractors with whom this company does or anticipates doing business.

9. Direct recruitment efforts, both oral and written, to minority, female, and community organizations, to schools with minority and female students and to female recruitment and training organizations serving our recruitment area and this Company's employment needs. Not later than one month prior to the date for the acceptance of applications for apprenticeship or other training by any recruitment source, this Company shall send written notification to organizations such as the above, describing the openings, screening procedures, and tests to be used in the selection process.
10. Encourage all employees to recruit other minority persons and women.
11. Validate all test and other selection requirements meet the requirements of 41 CFR Part 60-300.
12. Conduct at least annually, an inventory and evaluation of all minority and female personnel for promotional opportunities and encourage these employees to prepare for, through appropriate training, etc., such opportunities.
13. Ensure that seniority practices, job classifications, work assignments and other personnel practices, do not have a discriminatory affect by continually monitoring all personnel and employment related activities to ensure that the MDT approved EEO policy and our obligations under these specifications are being carried out.
14. Ensure that all facilities and company activities are non-segregated except that separate or single-user toilets and necessary changing facilities shall be provided to assure privacy between the sexes.
15. Document and maintain a record of all solicitations of offers for subcontracts from minority and female construction contractors and suppliers, including circulation of solicitations to minority and female contractor associations and other business associations.
16. Conduct a review, at least annually, of all supervisors' adherence to and performance under the company MDT approved EEO policies and affirmative action obligations.

## Records

This Company will keep records to monitor all employment related activity for employees working on Montana Federal-Aid Projects to ensure that this Company's MDT approved EEO policy statement is being carried out. Records shall at least include for each employee the name, address, telephone numbers, construction trade, union affiliation if any, employee identification number when assigned (e.g., employee identification number, unique identification number, or last four digits of social security number), race, sex, status (e.g., mechanic, apprentice, trainee, helper, or laborer), dates and changes in status, hours worked per week in the indicated trade, rate of pay, and locations at which the work was performed.





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## Reporting of Complaints

If at any time anyone feels he or she has been illegally discriminated against because of his or her membership in any protected class or believes he or she has witnessed illegal discrimination against others because of their membership in any protected class, he or she should report this matter to this Company's EEO Officer whose name and contact information is identified in this policy. An individual who believes he or she has experienced illegal discrimination or has witnessed others being illegally discriminated against has 180 days to file a complaint with this Company's EEO Officer, or any member of this Company's management team. Filing a complaint with this Company does not exclude an individual from also filing a complaint of illegal discrimination with the Montana Human Rights Bureau (HRB), the Equal Employment Opportunity Commission (EEOC), and the Montana Department of Transportation Office of Civil Rights.

- The HRB and the EEOC both require complaints of illegal discrimination to be filed within 180 days of the last negative employment action. Extensions are provided up to 300 days for a complainant if he or she first filed an internal complaint with the company and believes the issues have not been resolved.
- The complainant has the right to file a complaint with the Montana Department of Transportation Office of Civil Rights within 180 days of the alleged illegal discriminatory action.

This Company's EEO Officer will investigate all complaints of alleged discrimination made to the company in connection with its contractual obligations. They will attempt to resolve such complaints, suggest corrective actions to be taken, and will then follow up on actions taken and their effect. If the investigation indicates that the discrimination may affect persons other than the complainant, such corrective actions shall include all affected persons. Upon completion of each investigation, this Company's EEO Officer will inform every complainant of all their avenues of appeal.

The following are the addresses for avenues for filing complaints and appeals:

**Company EEO Officer**  
**Alexana Miller, Human Resources/EEO**  
**Riverside Contracting Inc.**  
**5571 Alloy South**  
**Missoula, MT 59808**  
**406-721-9267**  
**[hr@riversidecontracting.com](mailto:hr@riversidecontracting.com)**



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**Montana Human Rights Bureau**  
PO Box 1728  
Helena, MT 59624-1728  
406-444-2884  
800-524-0807 toll free  
406-444-9696 TDD

**U.S. Equal Employment Opportunity  
Commission (EEOC)**  
Seattle Field Office – Federal Office Building  
909 First Avenue, Suite 400  
Seattle, WA 98104-1061  
800-669-4000 phone  
206-220-6911 fax  
800-669-6820 TTY

**Riverside Contracting Inc.** has made this designation in accordance with the Montana EEO Policy Statement and Procedure.

Date: 12/21/2023 1:41:43 PM

By: Alexana Miller, Human Resources/EEO

Reference Number: eeoinfo\_907053862073557

[hr@riversidecontracting.com](mailto:hr@riversidecontracting.com)



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**Employee Discrimination Claim Form**

Riverside Contracting Inc.		www.riversidecontracting.com	
5571 Alloy South	Missoula	MT	59808
hr@riversidecontracting.com	406-721-9267	406-721-9394	
<b>Employee Information:</b>			
Name:		Phone:	
Address:	City:	State:	Zip:
<b>The person/employer whom I believe has discriminated against me is:</b>			
Name:		Phone:	
Address:	City:	State:	Zip:
Approximate dates, location and/or project number of construction site where I believe the discrimination took place:			
Complaint type: <input type="checkbox"/> Harassment <input type="checkbox"/> Hostile Work Environment <input type="checkbox"/> Retaliation			
Basis of Complaint / Discrimination Type:			
<u>Federal &amp; State Protected Classes</u>		<u>Montana Only Protected Classes</u>	
<input type="checkbox"/> Age	<input type="checkbox"/> Ancestry	<input type="checkbox"/> Pregnancy	
<input type="checkbox"/> Color	<input type="checkbox"/> Gender Expression	<input type="checkbox"/> Childbirth	
<input type="checkbox"/> Disability	<input type="checkbox"/> Genetic Information	<input type="checkbox"/> Medical Conditions related to Pregnancy or Childbirth	
<input type="checkbox"/> Gender Identity	<input type="checkbox"/> Mental / Physical Disability	<input type="checkbox"/> Religion/Creed	
<input type="checkbox"/> Income Level	<input type="checkbox"/> Military Service / Veteran Status	<input type="checkbox"/> Social Origin/Condition	
<input type="checkbox"/> Limited English Proficiency	<input type="checkbox"/> Parental / Marital Status	<input type="checkbox"/> Vaccination Status or Possession of Immunity Passport	
<input type="checkbox"/> National Origin	<input type="checkbox"/> Political or Religious Affiliations/Ideas		
<input type="checkbox"/> Race			
<input type="checkbox"/> Sex			
<input type="checkbox"/> Sexual Orientation			



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### Employee Discrimination Claim Form (continued)

Use this space to briefly write the details of what happened. Be specific regarding names and approximate dates. You may add additional pages if needed.

By my signature/typewritten name below: I certify that all information on this submission form is true, correct, and complete to the best of my knowledge and contains no willful falsifications or misrepresentations.

\_\_\_\_\_  
Signature of Complainant

\_\_\_\_\_  
Date

**SECTION 2**

**EMPLOYEE**

**SAFETY**

**REPRESENTATIVE**



## Employee Safety Representative

Safety in the workplace should be the main focus and concern of every employee. To achieve a good Safety & Health program it takes the participation from everyone, both employees and management. The lines of communication between the employee and management are a vital link in creating a strong safety culture. It is important that the employee feel comfortable bringing concerns, unsafe conditions, possible hazards or suggestions concerning safety to management.

To facilitate this vital link between the employees and management, the company would like to have an employee safety representative on each crew. The representative would be the liaison for the employees to bring safety concerns and unsafe conditions to management. This will allow the employees to voice their concerns, identify and bring to the attention of management any safety issues anonymously. The representative will take the information from the employee and present it to the project supervisor and/or the company Safety Manager.

The Employee Safety Representative will,

1. be the representative of the employees in safety related issues.
2. be a liaison for the employees to management concerning safety related issues.
3. report employee safety concerns and safety suggestions if the employee does not feel comfortable going to the supervisor or Safety Manager on their own.
4. help to bridge the gap between employees and management concerning safety related issues.

The Employee Safety Representative will have no authority to make changes or stop work on the construction project. The Employee Safety Representative will have no authority to disciplining employees. The Employee Safety Representative is strictly a go-between for the employees and management to help bring attention to hazards, unsafe conditions, unsafe acts and safety concerns.

Riverside Contracting is committed to creating a “zero Injury” workplace. Taking some simple step to get everyone to participate and take an active role in the Safety and Health program will move us one step closer to that goal. Get involved in your safety program and make a difference in keeping every safe and free of injuries.

# SECTION 3

# ORIENTATION

# POLICY

# Orientation Policy

## New-Hire Orientation & Documents

All newly hired employees will be required to sit through an orientation prior to entering the workplace and performing any job related functions. This is a basic overview of the company and the company policies. This initial orientation will not cover all of the company policies and procedures. You will be required to review all of the company policies and procedures as a condition of your employment with the company within a certain period of time. All of the material that you will be required to cover is in the Employee Handbook and on the company website. You will be required to complete a quiz(s) to ensure that you understand the information. The following is an overview of the orientation.

1. All new hire that are applying to be a truck driver, will be given a driving test. **This will be conducted prior to any further orientation or any training being conducted.**
2. Every new hire will be given an Employee Handbook.
3. The Safety Policy of the company will be reviewed.
4. General Rules will be reviewed.
5. The new employee will watch all of the related videos for the job they were hired for.
6. All newly hired employees will be required to complete the quiz for videos online. If access to the internet is not available hard copies can be obtained.
7. Fill out the orientation form. Check “yes” or “no” for the items that are covered. Sign and date the form.
8. General and specific hazards for the jobsite will be reviewed (i.e. traffic, moving equipment, excavation, pit traffic, etc.)
9. A review of the following company polices will be conducted (cellphone policy, texting policy, DVIR policy **truck driver**)

The newly hired employee will sign and date the orientation form.

## Safety Policy

The personal safety and health of each employee of this company is of primary importance. The prevention of occupationally induced injuries and illnesses is of such consequence that it will be given priority over operating productivity at all times. To the greatest degree possible, management will provide all mechanical and physical facilities required for personal safety and health, in keeping with the highest standards.

We will maintain a Safety and Health Program conforming to the best practices of organizations of this type. To be successful, such a program must start with proper attitudes toward injury and illness prevention on the part of both supervisors and employees. It also requires cooperation in all safety and health matters, not only between supervisor and employee, but also between each employee and his or her co-workers. Only through such a cooperative effort can a safety program for all employees be established and preserved in their best interests.

Our objective is a Safety and Health Program that will reduce the number of injuries and illnesses to an absolute minimum, not merely in keeping with, but surpassing, the best experience of operations similar to ours. Our goal is zero accidents and injuries.

Our Safety and Health Program will involve:

- Providing mechanical and physical safeguards to the maximum extent possible.
- Conducting a program of safety and health inspections to find and eliminate unsafe working conditions and practices, to control health hazards, and to comply fully with the safety and health standards of every job.
- Training all employees in good safety and health practices.
- Providing necessary personal protective equipment and instruction for its use and care.
- Developing and enforcing safety and health rules and requiring that employees cooperate with these rules as a condition of employment.
- Investigating every accident, promptly and thoroughly, to find out what caused it and correct the problem so that it will not happen again.

We recognize that the responsibilities for safety and health are shared:

- The employer accepts the responsibility for leadership of the safety and health program, for its effectiveness and improvement, and for providing the safeguards required to ensure safe conditions.
- Supervisors are responsible for developing the proper attitudes toward safety and health in themselves and in those they supervise, and for ensuring that all operations are performed with the utmost regard for the safety and health of all personnel involved.

Employees are responsible for wholehearted, genuine cooperation with all aspects of the Safety and Health Program, including compliance with all rules and regulations. Employees are responsible for continually practicing safety while performing their duties and reporting unsafe acts of other employees.

**The safety information in this policy does not take precedence over applicable government legislation with which all employees should be familiar.**

## General Rules

Date: 1/1/2021

1. All employees shall follow the safety policies and appropriate safe work practices at the supervisor's direction as a condition of employment.
2. All unsafe acts and conditions, including "near miss" incidents, are to be reported to appropriate supervision promptly.
3. All incidents that result in damage or injury are to be reported to a supervisor immediately.
4. First aid treatment is to be obtained promptly for any injury.
5. All workers shall keep his/her work area neat, clean and orderly. All garbage shall be removed from you company vehicle after every shift. Pack it in, pack it out.
6. Hard hats, class II safety vests/shirts, safety boots, and safety glasses are to be worn at all times on all job sites. Special PPE shall be worn when applicable.
7. Lockout/Tagout procedures shall be used on all jobsites.
8. Only those tools that are in good repair, with all guards and safety devices in place, shall be used.
9. Personal cellphone are prohibited in the workplace (the company reserves right for special circumstances).
10. Fighting, horseplay, practical jokes or otherwise interfering with other workers is prohibited.
11. Theft, vandalism or any other abuse or misuse of company property is prohibited.
12. Consuming or being in possession of alcohol or illegal drugs on company premises, or on any company job site, is strictly prohibited.

Refer to employee handbook for a more in depth description of the policies and procedures of the company.



**NEW EMPLOYEE ORIENTATION**

**EMPLOYEE:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

**SUPERVISOR:**  
\_\_\_\_\_

	<b>Yes</b>	<b>No</b>
<b>1. Company Safety Policy</b>	_____	_____
<b>2. Employee Responsibility for Safety</b>	_____	_____
<b>3. General Safety Rules</b>	_____	_____
- Report unsafe acts & near misses	_____	_____
-Accident/Incident Reporting Procedures	_____	_____
-First Aid Treatment	_____	_____
- Personal Protective Equipment	_____	_____
-Hard Hats, Safety Glasses, Footwear, Reflective Vest	_____	_____
-Lockout/Tagout	_____	_____
-Horseplay/Fighting	_____	_____
-Theft/Vandalism	_____	_____
-Harassment & Violence in the Workplace	_____	_____
-Housekeeping	_____	_____
-Alcohol and Drugs	_____	_____
<b>4. Company Safety Training</b>	_____	_____
-Watch training videos	_____	_____
-Paving video	_____	_____
-Truck driver video	_____	_____
<b>5. Site Specific Hazards</b>	_____	_____
<b>6. Company Policies</b>	_____	_____
-Cellphone policy	_____	_____
-Texting policy	_____	_____
-Driver Vehicle Inspection Report - DVIR (truck drivers)	_____	_____
-Miners rights & responsibilities (crusher)	_____	_____
 <b>I have received a copy of the Company Employee Handbook</b>	 _____	 _____
	_____	_____

**This certifies that I have been given the company orientation briefing on the above noted subjects as indicated with an (X) and that I have fully reviewed and understand its contents.**

**I also acknowledge that I must complete online company training as a condition of my employment. If the training is not completed within 30 days from my date of hire I understand that my employment with the company will be terminated.**

**Employee Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Person Giving**

Orientation: \_\_\_\_\_ Signature: \_\_\_\_\_

# SECTION 4

# COMPANY TRAINING POLICY

## Company Training Policy

Training is an essential part of creating a safe workplace and safe work environment. Riverside Contracting has implemented a company training policy that consists of new hire orientation and a web based training program for all employees. This will give the newly hired employee a brief introduction to the policies and operations of the company and allow all employees to access safety information that meets company requirements and the training requirements of the various regulatory agencies. The goal is to provide every employee with the necessary information to help create a safe workplace for everyone and reduce incidents.

As a condition of employment, all newly hired employees may receive orientation training prior to performing any work or safety sensitive function. After receiving the initial orientation training, the new employee is required to access the company website training module and complete the mandatory training. All current employees shall access the company website training module and complete the mandatory training as required.

Every employee will be required to have an active email address to access the website training module. If you do not have an email address you will be assigned an email address. Every employee will be assigned a password. Your email and password will allow you access to the training module on the company website.

Training will consist of the following elements:

### New Hire Orientation Training:

- Truck drivers – Road Test.
- General Company Safety Rules
- Cell Phone and Texting Policies
- Viewing of related video(s) (i.e. paving, truck driver, crusher, dirt, chipping, etc.).

- Initial task training (i.e. position hire for, operating specific equipment, paving labor, truck driver, plant labor, pipe crew labor, etc.). Initial orientation training will be conducted at the jobsite or office and documented on the Orientation Training form. The Orientation Training forms will be sent to the main office.

#### Web Based Training:

- Review of the Employee Safety Manual. (entire manual)
- Review of the Company Policies. (all policies)
- Asphalt Paving Operation video.
- Truck Driver video (hauling asphalt).
- Chipping Operation video.
- HazMat Presentation.
- Completing the quiz(s) for each element.

Web based training will be recorded on the website to show that the employee has completed the training.

All employees are required to review the Employee Safety Manual and Company Policies. All employees shall watch all of the training video(s). A quiz for each element must be completed.

Riverside Contracting is committed to achieving an injury free work environment. It is important that all employees access and review the training information of Riverside Contracting, Inc. to help make this possible. Creating a safe work environment, promoting the safety policies of the company, and creating a safety culture is the responsibility of every employee. Safety should be the number one priority of all employees.

**SECTION 5**

**EQUIPMENT  
MOBILIZATION  
RULES  
&  
REGULATIONS**



# EQUIPMENT MOBILIZATION RULES AND REGULATIONS

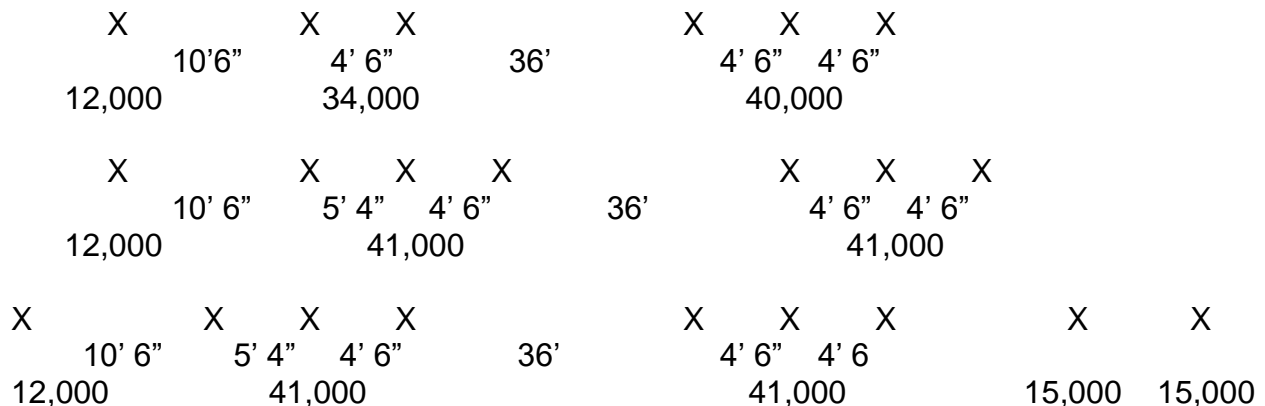
Equipment mobilization is a very important part of the operations of Riverside Contracting. It is important that every driver is familiar with and understand the basic rules and regulations when moving equipment on state and federal highways. Riverside moves equipment in several states and not all of the states have the same rules. The rules in Wyoming are much different than the rules in Montana.

Riverside moves loads that are non-permitted loads (legal weight, width, height and length) and loads that require a special permit due to being over-weight, over-width, over-length or over-height. The loads range from equipment being hauled on a lowboy to loads being pulled by a tractor. It is the responsibility of the truck driver have the correct permit, if a permit is needed, and to understand the conditions of that permit. The following is the basic rules and regulations. If you do not understand these rules and regulations you must contact the company's Safety Manager at (406) 721-9267 prior to moving any equipment.

## Legal Dimensions

Width: 8 Feet 6 inches  
 Length: Truck/trailer - 55 Feet (Montana), 60 feet (Wyoming)  
 Truck/trailer/pup – the trailer and pup must be less than 81 feet, the truck can be any length.  
 Height: 14 Feet  
*Weight:* The legal weight that can be hauled is determined by the distance between each axle. This is called the bridge of the vehicle. Depending on the number of axles and the distance between each axle that is what determines the max weight of the vehicle.

### *Examples of Tractor/Trailer/Pup:*



## Permits

There are several different permits that can be purchased. The permits in Montana are different than the permits in Wyoming. Below is the conditions in each state.

### **Montana:**

*Single Trip Permits:* Single trip permit are purchased for overweight and/or over dimension. If a load is over the legal axle load limit an overweight permit must be purchased. If a load is over the allowable dimension that is on the term permit in the truck or if the truck does not have a term permit a single trip dimension permit must be purchased. The load cannot move until the permit is purchased and the driver has a hard copy of the permit of a permit number. If the load is being moved under the conditions of a permit number, a hard copy of the permit will be print at the first scale.

*Term Permits:* Term permits are annual permits that are purchased for each lowboy and belly dump. They expire on 12/31 of that year. There are two different term permits that can be purchased.

1. Dimensional Term Permit: This allows the tractor to haul or tow a load that can up to the following dimensions.
  - a. Width – 15 feet
  - b. Length – 95 feet
  - c. Height – 15 feet 6 inches (on a non-divisible load)  
14 feet 6 inches if the load is a divisible load.

If a piece of equipment that is being hauled or being towed exceeds any of the above dimensions and additional single trip permit must be purchased.

2. *Weight Term Permit:* A weight term permit allows the lowboy or tractor to haul up 20,000 over weight without have to purchase a permit. There are several conditions that go with that permit.
  - a. The entire unit, truck and trailer, must have a vehicle analysis that is issued by the State of Montana the exactly matches the axle configuration of that vehicle. This shows the maximum allowable weight the vehicle can haul under various conditions. **The analysis must be in the truck at all times. Without the analysis the permit is null and void.**
  - b. Any 3 axle group cannot exceed 15,000 lbs.
  - c. Overall weight cannot exceed 20,000 lbs.
  - d. If the load exceeds 20,000 lbs. a single trip permit must be purchased for the entire excess amount. **The 20,000 lb. permit will not work.**

## Wyoming:

*Single Trip Permits:* Single trip permit are purchased for weight and/or dimension. If a load is over the legal axle load limit an overweight permit must be purchased. If the load is over the legal dimensions a single trip permit must be purchased. The state of Wyoming does not sell an annual term permit for weight or dimension. The load cannot move until the permit is purchased and the driver has a hard copy of the permit in the truck. If the load passes by a Wyoming port on the way to the loads destination, the port can be called, all the information of the truck and load can be given to the officer. A clearance number is assigned to the load and the permit can be purchased at the port when the load arrives. If an over-weight or over-dimension load is entering the State of Wyoming from another state the port must be called and a clearance number must be assigned to the load prior to entering the state. If the load arrives at the port without a clearance number the driver will receive a citation.

*Annual Trailer Permit:* An annual trailer permit can be purchased for our lowboy trailers that are over 8 foot 6 inches in width. This allows that trailer to be pulled through the state of Wyoming without purchasing a single trip permit when you are empty. The trailer must be registered in Wyoming or the permit cannot be purchased. The permit stays with the trailer not the truck.

## Permit Conditions

### Montana:

Every permit that is purchased has traveling conditions that are part of the permit. It is up to the driver hauling or towing the piece of equipment to understand what the permit conditions are and follow them. If you do not follow the permit conditions it could result in a citation, the permit is null and void or the permit privileges of the company can be revoked. Not all single trip permits that are issued have the same conditions. The conditions that are tied to the particular permit are based on the weight, dimension, highway traveled, and if the load is moved on a holiday or holiday weekend.

#### *General Conditions:*

- a. Maximum speed is 65 mph or otherwise indicated on the permit or posted on the highway. (10 MPH Bridge Centerline or 10 MPH is a maximum of 55 mph or otherwise posted.)
- b. The permit must be carried in the truck at all times. The load can be moved on a permit number and a hard copy printed off at the first scale. The conditions of the permit must be known, understood and followed.
- c. Trip permit is valid for 72 hours.
- d. Permit holder must comply with all State and FMCSA regulations.
- e. Must have all the pages of the permit to be valid.

*Red Route Conditions:* Red Routes are designated sections of highways that are subject to very high volumes of traffic on Friday after 3 pm until sunrise on Saturday and 12 pm Sunday until sunrise Monday. Oversized and overweight loads cannot be moved during these time periods. The load can be moved all day on Saturday. Red Route conditions are roads that may not be travel if the load exceeds 10 feet wide, 14 feet 6 inches high or 110 feet long. Make sure you know where the Red Routes roads are located. If you do not know where the Red Routes are located or do not have access to a Red Route map, call the company's Safety Manager at (406) 721-9267 to get the locations.

*Continuous Travel:* The load can travel in hours of Darkness, Weekends and Holidays if the load does not exceed 10 feet wide, 15 feet 6 inches high. The load can move 7 days a week, except if the dimensions exceed the above dimensions.

*Holiday Travel:* Travel is not allowed on a Holiday or on a Holiday weekend if the load exceeds 12 feet 6 inches wide, 15 feet 6 inches high.

*10 MPH BC Conditions:* 10 MPH Bridge Centerline conditions are Maximum weight conditions. On non-interstate highway the towing unit must stop approximately 50 feet before the structure. Proceed at a maximum speed of 10 mph, the truck must be on centerline all the way across the structure. The load must be escorted by 2 pilot cars, one in the front of the load and one in the rear. The pilot cars must stop traffic on each side of the structure not allowing any traffic on the structure at the same time as the load moving across. Travel in daylight hours only with a Maximum speed of 55 mph. 10 MPH BC conditions do not apply to interstate highways.

*10 MPH Conditions:* On non-interstate highway the towing unit must stop approximately 50 feet before the structure. Proceed at a maximum speed of 10 mph in your own lane. One pilot car in the rear of the load is required.

*Pilot Car Requirements:*

Non-interstate: One pilot car is required in the front of any load that is over 12 feet 6 inches wide and traveling on a 2 lane highway. Pilot cars front and rear are required if the load exceeds 16 feet 6 inches wide. 2 pilot cars are required on all BCL loads, one in the front and one in the rear. A rear pilot car is required for all overweight 10MPH loads. One pilot car is required for all loads that exceed 150 feet in length.

Interstate: One pilot car is required in the rear on an interstate highway if the load is over 16 feet 6 Inches wide or two pilot cars if the load exceeds 18 feet wide. No pilot cars are required for 10MPH & BCL weight condition loads.

*Routes:* All permits have designated routes that must be followed. If the routes are not followed for any reason the permit is "null and void". **It is the same as having no permit**

**at all.** If the designated route needs to be changed for any reason the state permitting office must be contacted and the permit must be amended prior to any movement.

*Signs & Flagging:* Any loads over 10' wide, 14' height or 60' long (single unit) must display warning signs that read "OVERSIZED LOAD" front and rear on the load. Flags on all four corners of the load and additional flags at the widest point if in the middle of the load. Tractors and lowboy must take the signs off when they are not hauling or towing a load. **A citation may be issued if the signs are on the tractor or trailer and it is empty.**

## **Wyoming:**

### General Conditions:

- a. The permit must be carried in the truck at all times. Must have a hard copy of the permit prior to moving the load. **The load cannot be moved with a permit number.** The routes and conditions of the permit must be known, understood and followed.
- b. Trip permit for a reasonable amount of time, not to exceed 4 days.
- c. Permit holder must comply with all State and FMCSA regulations.
- d. Must have all the pages of the permit to be valid.

*Continuous Travel:* The movement of any oversized load of vehicle shall be made only during daylight hours. Warning flags are required on all four corner of the load. Additional flags are required if any of the load exceeds the width of the front or rear. Flags are also required if there is a rear overhang of more than 4 feet. Overweight loads that are within legal dimensions are not restricted to daylight hours.

*Holiday Travel:* Oversized loads requiring pilot cars will not be allowed on legal holidays or during local celebrations when heavy local traffic is anticipated.

### Legal Holidays when travel is restricted are:

- a. January 1 – New Year Day
- b. May – Memorial Day (Last Monday in May)
- c. July 4 – Independence Day
- d. September – Labor Day (First Monday in September)
- e. November – Thanksgiving Day (Fourth Thursday of November)
- f. December 25 – Christmas Day

Movement requiring pilot cars will not be permitted to travel from ½ hour after sunset in the day before the holiday to ½ hour before sunrise the day after the holiday. When a holiday is combined with a weekend for a 3 day weekend, these restrictions will be in force from ½ hour after sunset the day preceding the holiday weekend through ½ hour before sunrise the day following the holiday weekend. When a holiday falls on a Saturday, no move requiring pilot cars will be permitted from ½ hour after sunset Thursday to ½ hour before sunrise Monday and when a holiday falls on a Sunday, no

move requiring pilot cars will be permitted from ½ hour after sunset Friday to ½ hour before sunrise Tuesday. Oversized loads may be restricted during inclement weather or on ice and snow covered highways. Inclement weather includes rain, fog, snow, ice and high winds.

*Routes:* All permits have designated routes that must be followed. If the routes are not followed for any reason the permit is “null and void”. **It is the same as having no permit at all.** If the designated route needs to be changed for any reason the state permitting office must be contacted and the permit must be amended.

*Pilot Car Requirements:* Pilot cars are required on two lane or secondary highways when a portion of the vehicle exceeds 14 feet in width. Pilot cars are required on interstate highways divided highways and 4 lane roadways when the vehicle exceeds 15 feet. The Wyoming Highway Patrol may require additional pilot cars depending on the width of the load.

Pilot cars are required on two lane or secondary highways when the vehicle exceeds 110 feet in overall length. On interstate highways and divided highways pilot cars for length will be at the discretion of the Wyoming Highway Patrol.

*Signs & Flagging:* Any loads over 8’ 6” wide, 14’ height or 60’ long (single unit) must display warning signs that read “OVERSIZED LOAD” front and rear on the load. Flags on all four corners of the load and additional flags at the widest point if in the middle of the load. Tractors and lowboy must take the signs off when they are not hauling or towing a load. **A citation may be issued if the signs are on the tractor or trailer and it is empty.**

## Pickups Towing Trailers in all States

Riverside Contracting is classified as an “Interstate” commercial carrier. This means that the company conducts trucking operations in multiple jurisdictions, Montana, Wyoming, Idaho and several other states from time to time. Because we are an interstate carrier we fall under the federal regulations concerning pickups pulling trailers.

All drivers of pickups towing trailers with loads on (i.e. equipment, supplies, pipe, etc.) with a total combined weight less than 25,999 pounds must have a current Medical Certificate.

If a driver is towing a trailer with a combined weight of 26,000 pounds or greater the driver must have a Medical Certificate and a Class A, Commercial Driver License.

The regulation is: Any vehicle with a combined weight of 10,000 pounds is considered a commercial vehicle. Therefore the driver must have a current Medical Certificate or a Class A, Commercial Driver License or both depending on the combined weight of the load. The size of the truck does not matter.

It is the responsibility and condition of employment for every driver of Riverside Contracting to be familiar with and understand the rules and regulations when transporting equipment on all highways. If you have questions or do not understand the regulations contact the company's Safety Manager at (406) 721-9267, before you move any equipment.

# SECTION 6

## JOB HAZARD ANALYSIS (JHA)



## **Job Hazard Analysis (JHA)**

Job Hazard Analysis is a vital part of task planning and identifying any hazards that may exist in the job or task you are getting ready to perform. JHA's are an important part of a good health & safety program. When taking the time to assess the task you are about to perform and identifying areas of that procedure that have the potential to cause serious injury or death, it allows controls or procedures to be implemented to prevent any incidents from occurring.

The company has made it mandatory for employees to conduct a JHA and document the findings prior to performing a task that falls under the following conditions.

- A task that is outside the scope of everyday operations.
- Performing an unfamiliar job or task.
- Setup/Teardown of an asphalt plant, CTB plant or crusher.
- Moving (mobbing) an asphalt plant, CTB plant or crusher.

A JHA must be conducted by all employees that are involved in that task. The following is a step by step procedure for conducting a JHA.

- When multiple employees are involved in a JHA, the findings of the JHA must be documented on the hazard assessment form.
- The areas that have been identified as potential hazardous areas shall be discussed.
- Safeguards or procedures must be put in place before performing the task.
- Document the control measures or corrective action on the JHA form available on supervisor tablets.
- Discuss and review any findings or corrective measures to be implemented with everyone that is involved in the task. These procedures must be followed to minimize the potential for an incident occurring.
- All of the employees involved in the JHA must sign the form(s).
- The JHA form must be electronically submitted through the tablet.

### **Steps of a JHA:**

1. Break the job into logical steps.
2. Identify each hazard in each of the steps.
3. Develop measures to reduce or eliminate risk for each of the hazards identified.
4. Review and update periodically.

### **Step 1: Break job down into steps.**

1. Identify each step and the sequence they are performed. (less than 6 steps)

### **Step 2: Identify the Hazards in each Step**

Consider the following physical hazards.

Pressure, Vibration., Access, Moving Objects, Electricity, Chemicals, vehicles, Height, Confined Spaces, Depth, Weather, Noise, Rotating Equipment, Weight, Equipment, Heat, Cold, Water, Dust, etc.

Consider the possible causes of injuries.

Struck by, Caught in/on, Overexertion, Dropped Objects, Slips/Trips/ Falls, Inhalation, Strike Against, Fire/Explosion, Exposure to Gas/Heat/Fumes/Dust/Chemicals, Cold, Pinch Points.

Also Consider:

Pollution to the Environment, Damage to Equipment, Human Factors, Competency, Training, Fitness, Fatigue, etc.

### **Step 3: Risk Elimination or Reduction Measures**

- Elimination or substitution, changing process or substance.
- Engineering controls: Guards, rails, mechanical aids.
- Administrative controls: Reduction in exposure time, number of employees.
- Personal Protective Equipment (PPE)

### **Step 4: Review and Update the JHA Periodically**

The JHA should be reviewed when:

- ✓ The task is complete.
- ✓ The method of performing the task has changed.
- ✓ New employees are performing the task.
- ✓ Further hazards have been identified.
- ✓ The task is undertaken again.

By taking a few extra minutes prior to performing a task and completing a JHA on that task we can all create a safer workplace, reduce accidents and have a “Zero Injury” work environment.

# SECTION 7

# EMPLOYEE

# SAFETY

# MANUAL

# **EMPLOYEE SAFETY MANUAL**

## **NOTICE TO ALL EMPLOYEES**

**Riverside Contracting Inc. has adopted a post-accident drug testing policy. If you are injured in a work related accident and test positive for illegal/illicit drugs, you could be denied your Worker's Compensation benefits.**

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## Section 1 Company Statement

“Don’t take chances - Safety First.” What does that mean and why do we talk about safety? We promote safety and health practices for a number of reasons; legal, environmental, financial and ethical. We would like to talk about each so our position is clear.

**Legal:** There are federal and state agencies such as the Occupational Safety and Health Administration (OSHA), the Mining Safety and Health Administration (MSHA) and Department of Transportation (DOT), which are responsible for enforcing safe operating procedures in the work place. They have a legal mandate to monitor job site safety and health.

We as employers have the duty to provide all our employees with a safe workplace. Employees in return have an obligation to follow the Company’s safety rules. Working together, the agencies, the Company, and the employees can work towards providing a safe work environment and also work towards a “Zero Injury” goal.

**Environmental:** As a contractor in the heavy/highway industry our work often has potential impacts on the environment. We work closely with our clients to identify the potential problems and plan ways to avoid damage to sensitive ecosystems. Noise monitoring, hazardous waste disposal, water quality; all are issues with which we now contend with.

Each employee has a part to play in protecting our natural resources. Safe operating procedures help us reach this goal. We work with such government agencies as the Environmental Protection Agency (EPA) or state bureaus, to do our part to protect our natural resources. We expect no less from each employee.

**Financial:** We work in a competitive industry. Every time we get work it is because we were able to beat our competition in the bid process. Every time we suffer an accident it effects our ability to get more work in the future.

Lost productivity due to injuries affect the bottom line. Each accident impacts our insurance costs; both Workers Compensation and liability insurance. These increases show up in future bids, which making us less competitive.

**Ethical:** Perhaps the most important reason behind our emphasis on safety is that it is the right thing to do. We all have a responsibility to protect ourselves and our fellow workers. We are all in this together.

Getting the job done is important. But getting it done safely is more important. By working safely we protect our people and equipment, we comply with the law, preserve our natural resources, and we still remain competitive.

We expect every employee to take part in our Safety Program. We expect everyone to work safely and efficiently and to help others to do the same. If you have any questions, bring them up with your supervisor or contact the company Safety Manager. We all want the same thing - the opportunity to be working here tomorrow.

Riverside Contracting Management

## **Introduction**

This handbook covers the general safety rules for all employees of Riverside Contracting, Inc. The intent of this manual is to prevent workplace accidents and injuries, and to broaden safety awareness in the workplace. These rules represent the minimum safety requirements adopted by Riverside Contracting Inc. Not every requirement of safe operation can be addressed in detail. It is the responsibility of the employee to become familiar with the hazards of the immediate work environment, to work in a safe manner using protection provided by the company, and to report and correct unsafe conditions or acts. **All employees are required to comply with these rules as a condition of their employment.** These rules will be reviewed and revised yearly, therefore, if you have any suggestions for changes or additional safety rules please contact the company's Safety Manager at (406) 721-9267. Any suggestions for protecting ourselves and our future will be taken seriously.

## Section 2 Responsibility

### Management Responsibility

- Management, including field supervisory personnel, is responsible for promoting and enforcing Occupational Safety and Health policies in all phases of operations and providing a safe work environment for all employees.

### Employee Responsibility

- All employees are responsible for complying with the minimum safety requirements of the Riverside Contracting Inc. Employee Safety Manual.
- All employees are required to report all hazardous or unsafe conditions observed to their Supervisor.

## Section 3 General and Miscellaneous Safety Requirements

- Think before you act, never rush into an unfamiliar situation.
- Never do anything you have not been properly trained to do. If you are unsure ask one of your co-workers or supervisor for assistance.
- **All employees are required to wear a seat belt when operating or riding in a company vehicle. Employees are required to wear a seat belt when operating a piece of equipment with a Rollover Protective Structures (ROPS). If the seat belt is broken or missing notify your supervisor so it can be repaired or replaced.**
- **Spotter/dump person are required at a worksite when there is a hazard created while backing up or the operator does not have a clear view behind the vehicle.**
- **No one is allowed between the paver and the trucks or the chip spreader and the trucks, except the dump/signal person. This also includes all state personnel. The dump/signal person is solely responsible for ensuring that the path behind the truck is clear and he/she is the only**



person who should be motioning for the trucks to backup. The driver will wait until the spotter/dump person signals them before backing up. If the driver loses sight of the signal person, they are to stop immediately.

- The dump/signal person shall wear a different colored vest to separate them from the rest of the employees on the ground. The vest is to be **pink** in color.
- **The only person allowed to signal a truck to back up and back the truck into position is the signal/dump person. That person must be wearing the **pink** class II vest when performing this task.** If for any reason that person leaves the area and another employee is designated as the signal/dump person, the new signal/dump person will wear the appropriate colored vest prior to signaling any truck to back up. Truck drivers shall not back up under any circumstances unless the person signaling is wearing the appropriate colored vest.
- Spotter/dump person will use clear defined hand signals when motioning a truck to back up, stop or pull ahead.
  - ❖ Hand signals
    - ✓ Backup – One hand raised straight above the head and moved in a back and forth motion with the hand in an open position.
    - ✓ Stop – Both hands raised above the head with both hand closed into the form of a fist. The exception to this is, if the signal/dump person is in the process of dumping the truck and has one hand on the gate dump valve, one arm in the air with a closed fist is acceptable as long as it is a very defined signal.
    - ✓ Move ahead – One arm extended out from the body to the side, moving entire arm in a circular motion.
- No employee shall report to the construction site under the influence of alcohol or illicit/illegal drugs. Intoxicating beverages and narcotics are not permitted and shall not be used on any construction site. Any employee determined to be under the influence will be removed from the project and will be subject to disciplinary actions up to termination.

- No music radios using headsets are allowed on the project.
- No horse play or practical jokes while working. The work place has enough potential risks without adding more uncertainty to it.
- All company vehicles and equipment must be kept clean of debris. Remove all garbage from the vehicle at the end of every shift. Cans and bottles rolling around in the cab are unsafe and could cause an accident.
- Littering is not permitted on any job site. There are dumpsters on every construction site please use them to dispose of garbage.
- Only properly trained and certified persons are allowed to operate a Nuclear Density Gauge. A copy of this certification shall be on file at Riverside's office. A Thermoluminescent Dosimeter (TLD) monitoring badge shall be worn whenever the gauge is being used. Unauthorized personnel are not allowed within 15 feet of a density gauge when tests are being performed.
- Only properly trained personnel are allowed to transport a Nuclear Density Gauge. The person transporting the gauge must have Hazmat and DOT training. Proper shipping papers must accompany the gauge during transportation. The shipping papers must be within reach of the driver in the cab of the vehicle at all times.
- Nuclear Density gauges must be chained and locked in place during transportation.
- No smoking around fueling areas, propane tanks, or other hazardous material areas.
- **Use of personal cell phones during work hours is strictly prohibited on all job sites.** There are certain employees on each jobsite that have permission to use their cell phones for company business. These people are allowed to use their cell phones for company business only. Refer to the cell phone policy.
- Negligent or willful abuse of company property may subject to disciplinary action, up to and including termination.
- Employees who violate safety rules and regulations are subject to disciplinary action and/or termination.
- Report unsafe practices, unsafe conditions and near misses to your supervisor.

## Personal Protective Equipment

Personal Protective Equipment (PPE) is designed and provided to help ensure the safety and well being of the employees. Some items and programs are specifically mandated by law. Other items are a part of the overall Company plan for employee safety. Regardless of the source, PPE will be used in accordance with the safety directives. Hard hats, class II reflective vests, ear plugs, safety glasses, face shields, fall protection harnesses and respirators will be provided by Riverside Contracting when necessary. When issued, the protective equipment becomes the employee's responsibility to maintain and be readily available for use. PPE cannot be altered in any way. In the event that the employee loses or destroys their equipment, he/she will be financially responsible for its replacement. The employee will not be allowed to continue working until the PPE has been replaced.

- All employees are required to wear a hard hat at all times when on a construction project. This will be strictly enforced.
- Hard hats are not required if you are in a totally enclosed cab (a cab with windows). Machines with a ROPS without windows require employees to wear hard hats.
- All employees exposed to traffic, whether on or off the road, are required to wear a class II reflective orange or green vest/shirt to provide higher visibility to the traveling public as well as co-workers. It is a State requirement that it is a minimum of a class II vest/shirt. Those who do not comply will be removed from the project.
- At a minimum t-shirts and long pants shall be worn. Shorts, tank tops, tube tops or no shirt at all will not be tolerated on any construction project. Sleeveless shirts are allowed.
- Loose clothing or frayed clothing, excessive long hair, finger rings, etc. shall not be permitted around moving parts or other sources of entanglement.
- Heavy work boots or steel toed work boots are preferred, however, durable high-top hiking boots will be allowed. All footwear shall be properly laced to ensure complete protection and support. No sandals, cowboy boots, or tennis shoes are allowed on any construction project.
- All employees shall wear safety glasses, goggles, or face shields when in or around an area where a hazard exists which could injure

their eyes (such as unloading oil, lime or cement, grinding, chipping, etc.).

- Ear protection will be worn when working around hot plants, pavers, rollers, jack hammers etc. or operating equipment with a noise level above the allowable federal level. See section 14 (Hearing Conservation Program - Summary) for details.
- In the event special safety regulations are to be adopted. Employees on such projects will be informed of and will comply with the additional requirements.

## **Fall Protection**

Fall protection comes in many different forms. Guardrails, warning lines and personal fall arrest system are just a few. If the area being worked on does not have a guardrail and cannot feasibly have a guardrail installed, a personal fall arrest system must be used. It will be responsibility of the supervisor to ensure the correct fall protection is used for that situation. It is the responsibility of every employee to wear fall arrest system if working at a height of 6 feet or more where there is no guardrail present. There are certain situations where a fall arrest system is required when a guardrail is present.

### **Fall protection is required**

- When any employee is inspecting or working at a height of 6 feet or more if there is no guardrail in place to prevent a fall. The guardrail must be in place around the whole area, there must be no leading edges open.
- When performing maintenance on silos and drag elevators whether there is a guardrail or not.
- If an employee is climbing an attached ladder on lime silos, asphalt silos or any tanks that do not have a safety cage in place, fall protection must be used for positioning with 2 lanyards to ensure that you are attached to the ladder at all times. When 1 lanyard is being repositioned, the other lanyard will remain hooked.
- If it is raining or snowing causing a slippery condition which could make the work area unsafe or hazardous. In these weather conditions fall protection must be worn even when a guardrail is in place.
- If there are strong or gusty winds that could create an unsafe or

hazardous condition. In these weather conditions fall protection must be worn even if a guardrail is in place.

- Cold weather that could slow the reaction time of an employee. In these weather conditions fall protection must be worn even if a guardrail is in place.

## Personal Fall Arrest Systems

There are many different types of fall arrest systems and different applications for all the different types. It is very important that you choose the correct fall arrest system for the particular task you are performing. Using the wrong type of fall arrest system could result in serious injury or even death. Knowing what to use for that situation could mean the difference between life and death.

### Equipment

- Harness
- Lanyard
- Retractable lanyard
- Anchors
- Positioning device

### Harness

A full body harness is required when working at a height of 6 feet or more. The harness must be adjusted so that it fits snug, but so tight as to cut off the circulation. The d-ring on your back needs to be adjusted so it rides in the middle of your back between your shoulder blades. Make sure all straps are tucked in so they will not get caught on anything. The chest strap should ride across the middle of your chest. Do not adjust the chest trap too high as it could cause serious damage to your throat or strangulation in the case of a fall. **Body belts are not to be used as fall arrest equipment, they can only be used as a restraint device only.**

### Lanyards

There are many different types of lanyards. **All lanyards must not exceed 6 feet in length.** All lanyards must have double locking snap hooks to prevent disengagement in the case of a fall. Lanyards with

shock absorbers are designed to slow the decent of your fall and minimize the shock impact to approximately 900 lbs of force. This may vary depending on the size of the person. Lanyards should be hooked to the anchor point as high as possible. Never hook the lanyard back to itself using it as an anchor point, the lanyard does not meet the anchor point requirements. Lanyards without shock absorbers are to be used in repositioning only.

### **Retractable Lanyards**

Retractable lanyards are designed to limit your fall to a few feet or less. Retractable lanyards must be able to sustain a minimum tensile load of 3,000 lbs. Retractable lanyards are to be used when working at heights of 16 feet or less.

### **Anchors**

There are 2 types of anchors, primary and secondary. Primary anchor points shall have a minimum breaking strength of 5,000 lbs. No more than 2 people can be attached to the same primary anchor point and it must have a minimum breaking strength of 10,000 lbs. Secondary anchors are attached to the primary anchors. A lanyards is then attached to the secondary anchor point. Only 1 person can be attached to a secondary anchor point. Secondary anchor points must have a 3,000 lbs shock strength.

### **Positioning Devises Systems**

Positioning devises are to be used when you need both hands free to perform your job or certain task. Positioning devises shall be rigged such that a person will not free fall more than 2 feet. 2 lanyards must be used in a positioning system and 1 lanyard must be hooked at all times.

**Any Fall Protection Equipment that has been in a fall must be taken out of service immediately and replaced with new.**

All fall protection equipment shall meet OSHA 1926.502 Standards.

**Only use Fall Protection Equipment for it's intended use.**

## **Inspection of Equipment**

Fall Protection Equipment must be inspected prior to its use. Any flaws or tears in the equipment could cause the equipment to fail in a fall and could cause serious injury or death. If any of the Fall Protection Equipment has any wear marks, any rips or tears, frayed stitching, grommets coming out, any buckles are broke or bent, or the equipment has been in a fall, it must be taken out of service immediately and discarded.

The following are some areas of the equipment to be inspected.

- Check all connection.
- Check all webbing for any rips or tears.
- Check all stitching for any deterioration.
- Check all the grommets for any fraying or grommets coming loose.
- Check for bent or broke buckles.
- Check the lanyards for any fraying or tears.
- Check lanyard snaps to make sure they lock properly and the springs are not broken.
- All carabiners must be locking.
- Check secondary anchor straps for any rips or tears.
- Make sure none of the equipment has been in a fall.

## **Manual Lifting**

Injury to the back and abdominal muscles from lifting heavy loads is the most common injuries reported. Such injuries can range from relatively mild strains to major permanently disabling injuries. If the load is heavy or is awkward in size, get another person to help you lift the load. Do not attempt to lift the load by yourself.

- If the item is awkward or too heavy get someone to help to lift the object.
- Heavy items should be lifted by using the power of the leg muscles rather than the back, stomach, or arm muscles.
- Never bend over when lifting.
- Do not twist while you are lifting.
- Keep your back straight and the arms nearly parallel with the body.
- Watch for slippery surfaces when you are carrying a heavy or awkward load.
- Inspect the load for jagged edges, sharp edges or burrs that could cut you.

## **Section 4**

### **Equipment Operation Safety**

Construction sites require a variety of heavy equipment. Pavers, rollers, dozers, front end loaders, scrapers and belly dumps are just some of the heavy equipment which may be present on a job site, as well as, compressor and other miscellaneous smaller items. All of these are potentially dangerous if not operated correctly and/or safely.

#### **Wheel Chalks & Blocking**

Wheel Chalks and the blocking of equipment is an essential part of keeping the workplace safe and free of accidents. Riverside Contracting has adopted a wheel chalk and blocking policy. When working in an active mine site wheel chalks are required. The following is the rules and regulations that must be followed.

#### **Wheel Chalks**

- All tractors, end dumps, water trucks, mechanics trucks and service trucks must be equipped with wheel chalks capable of preventing the vehicle from moving.
- When a vehicle is parked at the end of the shift wheel chalk must be placed on both sides of a tire on the vehicle to prevent it from moving.
- When a vehicle is parked for maintenance or repairs wheel chalk must be placed on both sides of a tire on the vehicle to prevent the vehicle from moving. No maintenance or repairs shall be conducted until the wheel chalks are in place.
- Fuel trucks shall place wheel chalks on both sides of a tire when the fuel truck is temporary parked while fueling equipment.

#### **Blocking**

- When performing maintenance or repairs, equipment must be blocked or chalked to prevent movement or falling.
- All implements must be blocked or cribbed to prevent them from falling.



- All suspended loads of equipment must be blocked or cribbed.
- No one is allowed to walk under or work under a suspended load or piece of equipment unless it is blocked or cribbed.

### **Off Road Equipment**

- Never operate any piece of equipment that you are not trained or authorized to operate.
- Be aware of your surroundings at all times and where the personnel working on the ground are in proximity to you.
- Perform a walk around inspection of the equipment before you start your shift to make sure everything is working correctly and nothing is under it or in its path.
- Seatbelts shall be worn at all times. Fasten and properly adjust your seatbelt before moving.
- Always use ladders when climbing on or off the equipment. Always face the equipment when getting off. Never jump off the equipment. Always have 3 point contact at all times.
- Passengers are not permitted on any piece of equipment that is not equipped with an extra seat and seat belt. The only exception to this rule is when training another person to operate that equipment.
- The backup/travel alarm shall be checked at the beginning of every shift. Equipment will not be operated without a fully operational backup/travel alarm in place.
- Look before you back up. Make sure there are no vehicles or personnel behind you. If you can't see behind you, a signal person should be used.
- Equipment backing up, swinging loads, buckets, booms and counterweights pose serious hazards to ground personnel. Eye contact must be made with the operator before approaching moving machinery or equipment.
- Never allow anyone to stand in the pivot area of an articulated machine while the engine is running.
- When parking equipment, make sure all implements are lowered to the ground.
- Report all malfunctions to your supervisor and the mechanic.
- Keep equipment clean of garbage. Clean all garbage out of the equipment at the end of every shift. **Pack it, pack it out.**

## Trucks & Trailers

Trucks and trailers are a very important part of a road construction project. They are the most visible to the public and under the most scrutiny from State and Federal agencies. It is very important that operation of these vehicles is conducted in a safe manner to protect the workers and the general public.

- It is the responsibility of the driver to follow all state and federal laws and regulations while operating a commercial vehicle that is owned by the company.
- A pre-trip inspection (DVIR) of the truck and trailer is required and shall be performed at the beginning of each shift. You will perform the inspection from a check list provided by the Company. This must be completed by using the driver's Samsara app. **This is a Federal and State law.** Random spot checks may be conducted to ensure that the inspections are being completed. Non compliance may result in discipline up to and including termination.
- When moving equipment from job to job, it is the drivers responsibility to carry and fill out a log book for your hours of service in the truck (available through driver's Samsara app). While hauling asphalt or gravel on the project you are not required to maintain a log book unless you are on duty more than 12 consecutive hours.
- Over the road drivers (lowboy drivers, oil truck drivers and lime truck drivers) must maintain a log book and turn it into the office on a weekly basis.
- All drivers and passengers are required to wear seat belts. If the seat belt in the vehicle is broken or missing contact your supervisor immediately.
- Persons not employed by Riverside Contracting are not allowed to ride in trucks without authorization from the Project Manager.
- Speeding will not be tolerated. Never exceed the posted speed limit. When on a construction project, speed should be kept below 35 m.p.h. **This is the law.** Speeding tickets received in a company vehicle are the employee's responsibility and points go against the employee according to the driving points schedule set by the company. This information goes on permanent record at the main office of Riverside Contracting Inc.
- When it is necessary to make an emergency stop, a driver must put out emergency warning devices (triangles) according to state and federal regulation.

- All accidents (bodily injury or property damage), must be reported immediately to the office and the Safety Manager. Failure to will result in disciplinary action and or termination.
- If you are not sure if the load you are hauling needs a permit or may fall under special conditions. You must contact the Company Safety Manager before the load is moved.
- Before the load is moved you must determine the height, width, length and the route you are taking. Low bridges, road closures, and road restrictions must be determined before the load is moved. This will prevent any unnecessary citation or possible property damage. If you are not sure of the regulations, contact the Safety Manager for help.
- Headlights must be on at all times when the truck is in operation. Lights and reflectors are to be clean at all times.
- All drivers shall clean trucks, trailers, dump boxes, and lowboy of loose gravel and debris that could fall off and injure people on the ground or damage vehicles following behind or passing the truck. All lowboy drivers shall clean off all equipment before leaving the loading point.
- Whenever a blind spot exists while backing up, a dump/signal person will be used to insure that the path behind the truck and trailer is clear.
- A driver shall not back into the paver until motioned by the dump person. Failure to follow this procedure will be grounds for disciplinary action and up to termination.
- When the truck is being loaded keep all body parts inside the cab.
- All trucks will be kept clean of garbage (pop cans, candy wrappers, food scraps, etc). Clean the garbage out of your truck at the end of each shift. **Pack it in, Pack it out.**
- Distributor Operators **must wear nomex smock**, gloves, and a face shield when working with hot oil. All distributor trucks shall be equipped with an asphalt burn kit, contact your Supervisor or Safety Manager if this kit is missing from the truck or needs to be restocked.
- Do not perform any repair work to the truck without a mechanic present.
- Hard hats must be worn when outside the truck.

## Asphalt Plant, Crushers, CTB Plant and Pugmill Safety

Hot plants, CTB plants and pugmills pose different dangers than other equipment, everything from electrical shock, pinch points, moving parts (belts, pulleys, etc.) and burns are just a few. Being aware of your surroundings at all times is essential.

### General requirements for plants & crusher

- All employees working at the plant sites shall always wear a hard hat, hearing protection and eye protection.
- No unauthorized persons are allowed in the control shack or around the plant. All authorized visitors must wear the required personal protective equipment, as outlined in Section 4.
- Lockout /Tagout procedures must be used when working on any area of the plant where a hazard may potentially exist, as outlined in Section 7.
- No one is allowed to make any changes to electrical equipment without first getting clearance from the Plant Supervisor.
- All safety guards, chains and belts must be in place while plant is operating.
- All control shacks shall be equipped with a first aid kit, a burn kit, and an eye wash station. If any of these items are missing or incomplete, the Project Manager or the Safety Manager shall be notified immediately.
- Riding on moving conveyor belts is strictly forbidden.
- Never work on a conveyor while it is running.
- Work platforms over 4 feet high shall have guardrail when practical.
- No personal vehicles are allowed in the plant area. Park personal vehicle far enough away so they do not get struck by equipment.
- It is the responsibility of the Plant Supervisor to enforce all Riverside Contracting Inc. safety rules in and around the plant site. They have the authority to dismiss/remove any employee or visitor who is not complying with the safety rules of this manual.
- **When working at a height above 6 feet, a fall arrest system must be worn and used.**

## Plant & Crusher Maintenance/Repairs Procedure

When an asphalt plant crusher or pugmill breaks down or any maintenance is being performed the following procedures must be followed.

1. Clear the area of any distractions. All non-essential personal must not be allowed in the area where maintenance/repairs are being conducted. All non-essential personnel shall not be in the control house during this time. This includes company personnel (such as truck drivers), material suppliers, salesman, etc.
2. Take 3 to 5 minutes to discuss between the people involved with the maintenance/repair as to what is going to happen. What procedures to follow. The possible hazards that exist. The do's & don'ts of the procedure. (This could prevent someone from being hurt).
3. Only trained essential personnel are to be working on the piece of equipment or in the area. (Everyone wants to help, more people is not better).
4. Lockout/Tagout must be implemented.
  - a. Turn off, unplug and Lockout/Tagout any energy sources to the piece of equipment that is being worked on.
  - b. Reset the computer using "e-stop" or the equivalent function prior to energizing equipment. (This will reset the entire system and clear any commands that have been stored).
  - c. If there are multiple people working on the equipment, use multiple locks with each person having their own lock & key. (This will ensure that all personnel will be aware of when the equipment is going to be re-energized). When the last lock is removed the equipment can be energized.
  - d. Only the person(s) that has the key to the lock(s) can re-energize the piece of equipment after the locks are removed.
5. A radio must be present where the repairs are being conducted.

- a. Radio communication must be established between the person in the control house and the people on the ground.
- b. Prior to re-energizing the equipment, “All Clear “via radio transmission must be given.

These procedures must be followed each and every time maintenance or repairs are performed.

## **Asphalt plants**

- All employees working in proximity with asphalt oil (loading or unloading oil, taking oil samples) are required to wear a Nomex smock, gloves, heavy work boots and full face shield.
- Employees working with lime or cement must wear gloves and safety goggles.
- **No one is allowed to reverse the asphalt unloading pump without experienced personnel present.** This procedure shall only be done in an emergency.
- No one shall work alone at a plant except when starting the genset to heat oil at a hot plant.
- Cages around ladders on the asphalt silos, lime silos and cement silos must be in place immediately after being erected.

## **Crusher**

The Crusher falls under Mine Safety Health Administration (MSHA) regulations. There are minimum requirements that have to be met as a condition of employment at the crushing operation.

- All employees are required to wear steel toed boot (MSHA requirements).
- Safety glasses must be worn at all times (MSHA requirements).
- Hard hat must be worn at all times.
- Hearing protection is required at all times when you are not on a piece of equipment, in the test trailer or in the control house.

## Crane Operation Safety

- To operate a crane or boom truck, you must have a current crane license or being trained by an operator with a current crane license.
- Know your machine, inspect your machine at the beginning and the end of each shift.
- Keep all wire rope and cables in good condition. Replace all kinked, damaged, or deteriorating rope or cables. Check the manufactures manual for the proper inspection procedure and installation procedures.
- Make sure that all the safety equipment is on the machine, such as fire extinguisher, and is in good working order.
- Be careful where you park your machine. Don't leave it where there is a chance of a bank caving in or where a heavy rain could wash out the footing.
- Replace all guards and panels after making any adjustments or repairs to the machine.
- Always use chocks to block the tires and set the air brake to hold the machine while working with outriggers. **Do Not** use the hand or parking brake to hold the machine in position while working. The machine could tip which would allow the machines wheel to turn.
- Never exceed the rated capacity of the machine as defined by the rating chart posted on the machine.
- Be sure to include the weight of the block, hook. And all special handling devises when figuring the total weight of the load. Bear in mind that snow, sleet, ice, and wind can increase the weight or apparent weight of the load.
- A hydraulic crane is not like a lattice boom friction crane. Hydraulic crane ratings are bases on the strength of material of the boom and other components and hydraulic pressure limits. Operators of hydraulic cranes must be guided solely by the rating plate recommendations. Overload conditions will often bend or cause severe damage the machine. Know the weight of your load.
- Telescope boom sections out equally when multiple telescope levers are available for those machines that require it. Load charts for these machines are based on equally extended boom sections.
- The operator should make sure that all loads are well secured before lifted. Make sure that all slings are not kinked and the load is balanced.

Also make sure the lift block is adequate for the load to be lifted.

- Make sure the hoist line is vertical before making the lift.
- Keep the length of the load line (from the tip of the boom) as short as possible to prevent excessive load swinging. Always use the shortest length of boom which will do the job.
- The operator will see that all non-operating personnel are warned, and the immediate area cleared when making crane lifts. Never swing any loads over the heads of anyone working in the area or in any way endanger their safety.
- Whenever working close to thigh voltage power lines could present a serious hazard. Keep the boom of the crane a minimum of 10 feet away from the power lines. If the boom gets any closer to the lines, the electricity could arc to the boom and electric shock or fire could result. Be sure to comply with all state regulations in regards to other precautions.
- When working near powerlines a spotter on the ground will be in place at all times. There must be radio communication between the operator and the spotter at all times.
- The operator should pay close attention to the signal man's signals and warnings. A system of standardized hand signals should be posted in the cab.
- Provide tag and restraint lines to snub swinging of the load.
- Never use the machine to lift personnel, riding on the hook is very dangerous. **Do not** devise any personnel lifting devices. These can be very dangerous. The machine is **not** intended for personnel lifting.
- Never use the crane boom to drag a load sideways. The boom is not designed or intended for such use. The boom could collapse under side strain.
- Do not operate in high or gusty wind conditions. When these conditions are present, park the machine, take the necessary precautions, including lowering and locking the boom.

## **Rigging and Slings**

- Use nylon straps, lifting chains or wire rope when lifting a load. Never use a lowboy tiedown chain to lift an object.
- Slings, rigging, hooks and nylon straps shall be visually inspected before each use. If defects, such as tears, fraying, etc., are observed, that piece of equipment shall be tagged and removed from service.



- Use nylon straps to the rated lifting capacity stamped on the strap.
- Make sure slings are safe and the load is properly balanced.
- No one shall pass under a suspended load.
- Tag lines will be used on all suspended loads to ensure a safe distance from the load.

## **Section 5**

### **Lockout/Tagout**

When repairs or maintenance are required on equipment or machinery, it must be made safe by utilizing the appropriate lockout/tagout procedures. Switches, breakers, valves, and piping are some of the areas where energy can accumulate and be stored. Energy isolation shall be controlled according to the following procedures using locks, tags and other hardware. This policy is intended as the minimum allowable actions to be taken.

#### **Lockout Devices:**

- When repairing or performing maintenance, the equipment shall be put in shutdown mode. The shutdown shall be performed by the operator or an authorized person who is knowledgeable of the safe shutdown procedure.
- The person performing the work shall locate the correct disconnect switch or valve and it must be switched or turned to the “OFF” or “OPEN” position to ensure energy isolation. There is the possibility that power or energy may be coming from a different direction, check all sources.
- The switch handle shall be locked in the “OFF” or “OPEN” position, using the employee’s personal lock, which will be provided by the company. The lock and other lockout hardware shall be constructed from durable materials that are intended to withstand the environmental conditions. All of the lockout hardware shall be standardized in the company for recognition. It shall be attached to resist easy removal. The lock must remain in place for the duration of the lockout. The employee that is attaching the padlock to the device shall have the only key to the padlock and the must retain the key will work is being performed. No padlock shall have more than one key.

- After the switch has been locked out, the equipment shall be tested by trying to start it. Turn the starting mechanism to the start position for a sufficient amount of time to ensure the equipment will not start and the proper disconnect switch has been locked out. Upon determining the correct switch has been locked out, the switch shall be tagged. The tag shall have the name of the person doing the repairs, the date the repairs are being performed. If there is more than one location where the equipment can be started from, each location must be locked out, tagged and tested.
- When work on piping systems, valves that are under pressure or contain hazardous or hot material must be chain or locked using the correct device. In some cases it may be necessary to drain or pump them out.
- Positive lockout shall be done through physical application using lockout devices or use of tags to isolate and prevent the accumulation of stored energy. Positive lockouts include but are not limited to the following isolating devices: circuit breakers: disconnect switches: manual operated switches: air cylinders: hydraulic cylinders: piping ( valves, water pipes, oil pipes ). Removal of fuses is not recommended and should only be used when there is no other means of positive de-energizing. Always attach a tag on the fuse box when this procedure is performed. All tags must be affixed with a nylon tie wire to ensure the tag cannot be accidentally removed.
- If more than one person is working on the same piece of equipment, each person shall attach their own lock, lockout hardware and tag to the switch.
- After the repairs are completed;
  - ✓ All guards must be replaced properly and to the original location.
  - ✓ Make sure all personnel and objects are clear.
  - ✓ All lockout devices and padlock shall be removed by the owner(s) of the devices. No device shall be removed unless it is by the owner(s) of the device.
  - ✓ The switch returned to the “ON” or “CLOSED” position.
  - ✓ The equipment can then be tested by the qualified operator.
- If the repairs or maintenance are not completed and go beyond the end of the shift, all individuals, leaving the shift shall remove their personal locks and tags. The individuals resuming work shall attach their own locks and tags immediately. No work shall be performed until lockout and/or tagout is resumed.

- At times locks may inadvertently be left on a piece of equipment. In this instance the employee that was doing the repairs or maintenance must be contacted to determine that the repairs have been completed and is “OK” for lock removal and to use the piece of equipment. If the employee cannot be reached, the supervisor may remove the lock after it has been verified that the equipment is safe to start and operate.
- In the case that positive lockout cannot be achieved safely, positive tagout must be implemented.

### **Tagout Devices:**

- If a lock cannot be attached, a tag must be used. The tag must say one of the following; “DO NOT START”, “DO NOT OPEN”, “DO NOT CLOSE”, “DO NOT OPERATE”. The tag must be signed and dated for the time the maintenance or repairs are being performed.
- The tag shall be attached with a nylon zip ties and attached in a way it will not be removed accidentally.
- Tags shall be made of material that will withstand the elements, such as, rain, snow, etc.
- A Tag shall only be removed by its owner.
- If the repairs are not completed in that shift, the tag shall be removed by its owner and replaced with a new tag and signed by its owner. Tags must be removed and replaced at the same time.

### **Procedures for Heavy Equipment, Trucks & Trailers:**

- Remove the key from the ignition and keep it in your possession while all work is being performed.
- If the machine has a key and a start switch /button, the machine must be tested by trying to start it with the key out to ensure the machine cannot be energized.
- Buckets, blades, rippers, or any other ground engaging tool shall be placed on the ground before repairs or maintenance is conducted.
- Lockout the main power source if it is possible. If it is not possible to lock out the main power source, attach a tag where it is visible to everyone.
- If a lock cannot be attached, a tag must be used. The tag must say one of the following; “DO NOT START”, “DO NOT OPEN”, “DO NOT

CLOSE”, “DO NOT OPERATE”.

- The tag shall be attached with a nylon zip ties and must be signed and dated by the employee attaching the tag.
- When working on belly dump trailers additional tags must be place on the gate controls to ensure the gates do not get opened or closed accidentally.

## **Specialized Electrical Lockout/Tagout Training**

Specialized training is required for any work performed involving 50 volts or more of electrical voltage per code NFPA70E. Non-authorized employees are prohibited from performing any electrical work on equipment with 50 volts or more. If an employee is unsure of the voltage or if a 50 volt + piece of equipment requires electrical repairs, the employee should notify their supervisor and/or other trained and authorized personnel (such as hot plant or crusher operators and supervisors).

## **Section 6 Confined Spaces**

Confined spaces have many physical hazards that exist and are potentially lethal due to the limited fresh air supply and the possible hazardous fumes trapped inside. Know the hazards and safety procedures before you enter.

- **Never enter a confined space without another person present.**
- Lockout/ Tagout procedures must be completed before any entry. (See Lockout/Tagout Policy, Section 5).
- Before entering a confined space, the air in the confined space must be checked with an air monitor to ensure area is safe to work in.
- The air must be continually monitored while work is being performed.
- Documentation of the must be kept while performing work in a confined space. This must include, persons entering the space, times entered, times exited, air monitor readings, etc. Confined space forms are available from the company Safety Manager.
- A person must be designated as an observer/monitor and positioned outside the point of entry of the confined space. This person is observer/monitor **only**. Their function is to maintain communication

with the employees in the confined space and to implement an action plan in the case of an emergency. **Under no circumstance will the observer/monitor enter the confined area or leave the area unless it is to seek help should an emergency situation arise.**

- Prior to entry into the confined space all employees shall be briefed on the confined space and a plan must be prepared which provides a means of rescue from the confined space in case of an emergency.
- Prior to entering any confined space, all emergency equipment shall be in place.

## **Section 7 Mechanic Safety**

Recognizing that mechanics are more susceptible to injury by the nature of their work, the following guidelines have been established. It is very important that mechanics are aware of these procedures to help protect them from injury.

- Check your tools before use. If they are not operating correctly, you should adjust, repair, or replace them as needed to make them as safe as possible.
- Wear safety glasses or goggles when you are in a position that would allow dirt to fall in your eyes or when you are grinding or chipping away material.
- Wheel chocks must be installed prior to performing any maintenance or repairs on any wheeled unit/equipment.
- Block all elevated items you may be working on that could fall and injure you or your helper. For example, when changing cutting edges on dozers or scrapers, block the apron so it can't come down. Do not assume that the hydraulics will hold anything in the position you put it in.
- Tag out the equipment you are working on. Put the "do not start" tag on the control area where it is easily seen and remove the keys. This will help protect you from unexpected starting or movement by another person.
- When working on equipment replace all guards and covers when done. This includes stationary and mobile equipment.
- When working on a project that someone else has started, do not

assume the other person has completed any part of it. Check for yourself.

- Do not use an air hose to blow dirt off yourself. It is possible to get an air bubble in your circulatory system which can result in injury or death.
- Clean up after yourself. Leaving welding iron and small parts laying around creates tripping hazards and can lead to flat tires or punctured feet.
- Shut off all oxygen and acetylene bottles when not in use.
- Oxygen and acetylene bottle shall be 20 feet apart when stored and not in use. If they cannot be stored 20 feet apart, a 5 foot high barrier that is fire resistant for 30 minutes must be between them.
- Recharge fire extinguishers when they have been used once. It may not be empty but it may not work when you need it the second time.
- **Never** use oil or allow oil to come in contact with oxygen regulators - oil and oxygen can explode.
- Never weld or use a cutting torch around fueling areas or dry grass.
- Always protect your eyes with a welding mask when welding.
- Remove all regulators and replace all caps before transporting oxygen and acetylene bottles.
- Never transport acetylene bottles in a lying down position. The gas can become unstable and an explosion may result.

## **Section 8**

### **Excavation and Trenching**

#### **Safety**

There are many different types of trenching and excavations performed. All trenching and excavation activity must follow 29 CFR Part 1926 standards of the Occupational Safety and Health Administration (OSHA).

- A competent person shall be required at the site at all times.
- The competent person shall conduct inspection of the trench or excavation daily, prior to work being performed. Inspections shall be conducted if any changes in weather conditions that could possibly make the work site unstable.
- Hard hats and other personal protective equipment must be worn at all times.
- Employees exposed to vehicular traffic shall wear reflective orange/green vests or equivalent clothing.

- It is defined as a trench when the depth exceeds the width. Excavations more than 15 feet wide at the bottom are not trenches despite the depth. Trenches more than 5 feet in depth must either be shored, supported or the excess height laid back(sloped). For more detailed information on excavation and trenching, please refer to OSHA Standards 1926.650 Subpart P.
- Before digging a trench or an excavation opening, check with local utilities e.g., sewer lines, telephone lines, water lines, fuel lines, and electric lines.
- All trenches more than 5 feet deep have to conform to OSHA regulations for sloping/shoring depending on the soil type A ,B, or C (see OSHA Standards 1926.650 Subpart P).
- Access/egress to or from a trench (ladders, ramps, stairways) is to be provided every 25 feet along the trench. All extension ladders shall extend 36 inches above the trench.
- In excavations which employees may be required to enter, the spoil piles shall be placed at least 2 feet or more away from the edge of the trench.
- No employee will be permitted under loads handled by shovels, buckets, or hoists.
- Where employees or equipment are allowed to cross over excavations, all walkways and/or bridges will have guardrails. Guardrails will be built in compliance with 29 CFR 1926 Standards.
- All excavating or trenching activities will be in compliance with OSHA Standards.

## **Ladder Safety**

- All ladders that are used on the jobsite or plant site shall meet the ladder requirements of the 29 CFR 1926 Standards.
- All ladders that are used on the jobsite or plant site shall be used in compliance with 29 CFR 1926 Standards.
- Ladders that are broken, weak, or with missing rungs shall not be used. If the ladder cannot be repaired it will be removed from the job site immediately.
- Sections of ladders will not be lashed or tied together to increase overall length.
- Planks shall not be used on the top of stepladders.
- Never stand on the top step of a step ladder.

- Stepladders are not to be used in place of an extension ladders.
- Extension ladders shall extend 3 feet above the object it is leaned on.
- Extension ladders shall be tied off.

## **Section 9 Concrete Safety**

Concrete poses both safety and health hazards that will be addressed in this section. Some additional personal protective equipment will be necessary.

- Safety glasses will be worn at all times when working with concrete.
- All employees engaged in chipping concrete shall wear either screened safety glasses or a face shield with safety glasses.
- When working with concrete, the exposed parts of the body should be kept from contact with the concrete. In manual vibrating or otherwise handling poured raw concrete, high rubber boots should be worn.
- Cleanliness is very important. Hands, wrists, legs, ankles, etc. should be thoroughly washed and dried and should be rubbed with Folie or Lanolin ointment following washing. This will avoid irritating the skin and possible rash.
- When working with the Bidwell, keep hand clear of pinch points when the leveler is in motion.

## **Section 10 Hazardous Communication Program Employee Right -To-Know**

### **PURPOSE:**

- To communicate the Hazardous Communication Program to all the company employees. Providing information about the chemicals being used and information available for all employees to protect themselves against hazardous chemical exposure.

### **OBJECTIVE:**

- To comply with Title 29, Part 1910.1200, Subpart Z of the Code of Federal Regulations (CFR)\* OSHA Hazard Communication\*. To communicate the Hazardous Communication Program and Employee Right- To - Know to all Riverside Contracting Inc. employees.



- To ensure that all departments and location sites within the Company, are in compliance with the federal laws relating to Hazardous Communication and Employee Right-To-Know.
- To ensure that all employees who may be exposed to hazardous substances or potentially harmful substances are informed, receive training, understand applicable laws, federal standards, and all the resources available to them. It is a commitment of the Company to ensure the safety of all employees in the workplace.

## **INTRODUCTION:**

- State and federal standards have established guidelines for manufacture, suppliers and distributors to provide employers and their employee information for a broad range of chemicals that could cause health or physical hazards. These standards address the health hazards and the necessary step to be taken to ensure a safe workplace for all employees.
- The company has established a chemical program to provide employees with the information necessary to ensure their protection and well-being when exposed to hazardous chemicals. This program requires the understanding and cooperation of all employees to ensure a safe workplace.
- The resources available for information about hazardous chemicals include; Safety Data Sheets (SDS), a list of all chemicals present in the workplace, container labels, placards, training and education, and the current Hazardous Communication Program. The information is available at all times to any employee that is employed by Riverside Contracting Inc. For any questions or concerns about any chemical agents, you can ask your immediate supervisor or contact the Safety Manager.
- The Written Hazardous Communications Program describes how to implement the applicable standards, utilizing SDS, labeling, employee training, non-routine hazards, methods used to inform non-employee's (contractors) of the chemical hazards they may encounter while working on a company site.
- This program details what information is available, where it is located, how the employees will be informed of hazards, and how the

employees will be informed of new information.

## **PROGRAM ELEMENTS:**

The Written Hazardous Communication Program contains the following components.

- A list of known hazardous chemicals and substances found in the workplace.
- Name and responsibilities of the Program Coordinator.
- Safety and Data Sheets (SDS) use and locations.
- Safety and Data Sheets (SDS) updating.
- Labeling program.
- Information and document access.
- Employee training and education.
- Hazard training for non-routine tasks.
- Hazard warning and information program for sub-contractors.

All of the components of the program shall be explained in further in the pages to follow.

## **HAZARDOUS CHEMICAL LIST**

- The Company's Hazardous Chemical List of known substances is attached at the end of the Written Hazardous Chemical Program.

## **PROGRAM COORDINATOR**

- The Company Coordinator of the Hazardous Communication Program is the Safety Manager, who can be reached at (406) 721-9267 during regular business hours of 8 a.m. to 5 p.m. Monday through Friday.
- It is the responsibility of the Company Program Coordinator to implement the Hazardous communication Program. The responsibility of the Plan Coordinator include;
  - ✓ Develop, maintain, and update the Hazardous Chemical List of the known substances in the workplace.
  - ✓ Evaluate any newly introduced chemicals to the workplace.

Revised 1/1/2024

- ✓ Oversee the Company labeling program.
- ✓ Implement and oversee the education and training.
- ✓ Maintain Safety and Data Sheets (SDS) and update as needed.
- ✓ Make information available to all employees pertaining to OSHO standards, state and federal laws.

## **SAFETY DATA SHEETS**

- Safety Data Sheets will be obtained from manufactures and suppliers for all substances and chemicals found in the workplace that could expose or potentially pose an employee to health or physical hazards. The original copies of the SDSs will be kept in the main office. Photo copies of the SDS will be kept at the asphalt plant, Crusher, CTB plant and Pugmill control houses on each job site. Copies of MSDS will be available for employee review.
- If there is a questionable item, the immediate project supervisor will contact the Program Coordinator concerning SDS information on the questionable product.

## **MSDS UPDATING**

- SDS will be updated as new SDS are received by the manufacture and distributor. New SDS will be added to the master file and to the copies in the field. This new information will be available to all employees.

## **LABELING**

- All containers received, that contain a hazardous substance, will be labeled tagged or marked in compliance with all state and federal laws and OSHO standards. Labels on container received, will not be removed or defaced. All labels placed on container will have information consistent with the applicable SDS.

## **EMPLOYEE ACCESS**

- All employees that are exposed to hazardous chemicals will be

informed and have access to all information concerning hazardous substances and harmful agents in the workplace. OSHO standards will be available to all employees. SDS will be available for review at all times.

## **EMPLOYEE INFORMATION AND TRAINING**

- Training and education will be provided to employees that are exposed to hazardous chemicals and any agents that could pose a risk in the workplace. The employee will be informed upon initial employment, annually, when transferred or duties have changed, and when any new health or physical substances have been introduced to the work area.

Employees will be informed of the following:

- Requirements of the hazardous Communication Program, state and federal laws, and OSHA standards.
- Operations in the work areas where hazardous chemicals are present.
- All work area where hazardous chemicals are present.
- Location of the written Communication Program, SDS, and the list of hazardous chemicals.

Employee training will include:

- Methods and observations that the employee may use to detect the presence or accidental release or spill of chemical products in the work area.
- Measures that employees can take to protect themselves from potential hazards, which will include, work practices, personal protective equipment and emergency procedures.
- Interpreting information on SDS and the labeling system.
- Contractors, vendors and service personnel who have employees assigned to work at job sites where potential exposure to chemical products exist, will be informed of chemical hazards, availability of SDS and appropriate protective measures.

## **HAZARDOUS TRAINING FOR NON-ROUTINE TASKS**

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- Employees performing out of the ordinary day to day tasks will receive specific training in all the hazards associated with those tasks.

### **SUB CONTRACTOR HAZARD WARNING PROGRAM**

- Sub Contractors that have employees working at a job site where hazardous chemicals are present, will be informed of the hazards in that work area and will be informed where SDS are located.

# LABELING PROCESS

## HAZARDOUS MATERIAL RATING INDEX

<p style="text-align: center;"><b>HEALTH</b></p> <p style="text-align: center;"><u><b>HEALTH HAZARDS</b></u></p> <p><b>4 - DEATH</b> <b>3 - EXTREME DANGER</b> <b>2 - HAZARDOUS</b> <b>1 - SLIGHTLY HAZARDOUS</b> <b>0 - NORMAL MATERIAL</b></p>	<p style="text-align: center;"><b>FLAMMABILITY</b></p> <p style="text-align: center;"><u><b>FIRE HAZARDS</b></u></p> <p><b>4 - BELOW 73 F</b> <b>3 - BELOW 100 F</b> <b>2 - BELOW 200 F</b> <b>1 - ABOVE 200 F</b> <b>0 - WILL NOT BURN</b></p>
<p style="text-align: center;"><b>PERSONAL PROTECTION</b></p> <p style="text-align: center;"><b>SPECIFIC HAZARD</b></p> <p><b>OXY - OXIDIZER</b> <b>ACID - ACID</b> <b>ALK - ALKALI</b> <b>COR - CORROSIVE</b> <b>-W- - USE NO WATER</b> <b>- RADIATION HAZARD</b></p>	<p style="text-align: center;"><u><b>REACTIVITY</b></u></p> <p><b>4 - MAY DETONATE</b> <b>3 - SHOCK AND HEAT MAY DETONATE</b> <b>2 - VIOLENT CHEMICAL CHANGE</b> <b>1 - UNSTABLE IF HEATED</b> <b>0 - STABLE</b></p>

Depending on the chemical and the elements of hazardous conditions it possesses will determine the rating it is given in the 4 areas. Only one number or name can be put in a box.

## General Requirements Hazardous Communications

- Always wear protective equipment (gloves, eye protection, boots, etc.) when working with any hazardous materials.
- Be aware of the hazards the material you are working with could cause. Mixing two substances together could result in serious injury or death. Read the label when using any hazardous material.
- If you are uncertain of the correct procedure to take when using hazardous materials ask your supervisor for help or contact the Safety Manager for further information.
- Never handle any hazardous materials you are not trained to handle.

## Safety Data Sheets (SDS)

- The Safety Data Sheets (SDS) will be available to all employees. They will be located in an area accessible to employees during each shift. All MSDS's will be in an identified binder. Refer to Hazardous Communications Right to Know, Section 10 of this manual.
- For additional information on SDS contact the Safety Manager.

## Section 11 Rough Terrain Forklift Guidelines

### Forklift Manbasket Guidelines

**Prior to anyone operating a forklift of any kind the operator must be trained and have a forklift certificate.**

Design requirements for the manufacture of the manbasket shall include the following:

- The Manbasket must have a slip resistant surface.
- The floor dimensions cannot be greater than the width of the lift measured across the load bearing tires plus 10 inches on either side.
- A 4-in. toeboard must be in place.

## Safe operating procedures when elevating personnel:

- Be sure the Manbasket is securely attached to the lifting carriage or forks. (i.e. chains, or pins)
- Be certain that the lifting carriage and forks are secured to prevent them from pivoting upward.
- Provide protection for personnel in the Manbasket from moving parts of the forklift that represent a hazard.
- Provide overhead protection as indicated to be necessary by the operating conditions.
- Be certain that the lifting mechanism is operating smoothly through its entire lift height.
- Be certain that the mast is vertical-do not operate on a side slope.
- Be certain that the platform is horizontal and never tilt platform forward or rearward when elevated.
- Be certain that the rough terrain forklift has a firm and level footing.
- Be certain that railing on all 4 sides and harnesses with lanyards are in place and used.
- Place forklift in neutral and set parking brake
- Before elevating personnel, area should be marked with cones or other devices to warn of work by elevated personnel.
- Lift and lower smoothly and with caution.
- Watch for overhead obstructions and electrical wires.
- Keep hands and feet clear of controls other than those in use.
- Move rough forklift only for minor adjustments in positioning when personnel are on the platform.
- Alert personnel on the platform before moving the forklift. Then move it smoothly and with caution.
- A trained operator shall be in position to control the forklift or available to operate controls. When the operator is not in the operating position, the forklift wheels should be blocked, the emergency brake set and the operator must be within 25 ft. and visibly see the forklift.
- The combined mass of the platform, load, and personnel shall not exceed one-fourth of the capacity of the forklift.
- Prohibit modifications to the platform that is detrimental to its safe use.
- Personnel are to maintain firm footing on platform floor. Use of railing, planks, ladders, etc., on the platform for purpose of achieving additional reach or height is prohibited.



- Platform shall be lowered to floor level for personnel to enter and exit. Personnel shall not climb on any part of the forklift in attempting to enter or exit.
- Any harness, lanyard or deceleration device, which has sustained permanent deformation, shall be replace.

## **Section 12 Safety Equipment**

### **First Aid**

- First aid kits in Asphalt plants, Crushers, CTB plants, Pugmills and pickups shall be checked periodically and restocked if necessary.
- Lime trucks shall have a bottle of eye wash and all plants shall have eye wash stations.
- All Supervisors and selected personnel on all job sites are trained to give first aid.
- First-aid equipment and supplies are located in convenient places throughout the job site. All plants and supervisors pickups are equipped with first-aid kits.

### **Fire Extinguishers**

- All fire extinguishers shall have annual inspections except fire extinguishers at the crushing plant. Fire extinguishers at the crusher shall be inspected monthly.
- Inspect fire extinguishers to ensure that they are sure fully charged, .
- If the fire extinguisher has been used once, replace it with another fire extinguisher, as it may not work the second time.
- All asphalt plants and distributor trucks shall be equipped with a burn kit.
- All vehicles, on road and off road shall be equipped with a fire extinguisher.
- All truck/tractors shall have a set of reflective triangles in the cab.
- If any of the safety equipment stated above is damaged, missing or inadequate contact your Supervisor or Safety Manager immediately.

## **Section 13**

### **Hearing Conservation Program - Summary**

In an effort to reduce any unnecessary exposure to excessive noise levels, Riverside Contracting has adopted a Hearing Conservation Program. The information that follows is a brief summary of this program, a more detailed program can be obtained from your Supervisor or Safety Manager.

- Hearing protection is available at no cost to all employees.
- All employees are encouraged to where hearing protection.
- Employees are not required to wear hearing protection unless they are working in a position where the noise levels may exceed the minimum OSHA Standard of 85Dwa in an 8 hour Time Weighted Average(TWA).
- Riverside shall implement a monitoring program to determine those employees who are receiving excessive exposure and provide protection and training for those individuals.
- Riverside will provide audiometric testing for any employee working in an environment that is at or above the action level. A Baseline Audiogram shall be established within 6 months of an employee's first exposure and follow up exams will be done annually.
- **Riverside Contracting requires hearing protection (ear plugs or muffs) for the following positions:**  
**Roller Operators (asphalt or other)**  
**Paver & Screed Operators**  
**All Asphalt Plant & CTB/Pugmill employees**  
**Jackhammer, Wacker or Chain Saw Operator**
- In addition, it is recommended that all employees not listed above should use hearing protection when appropriate.

## **Section 14**

### **Training Requirements**

- The company will be conducting periodic safety training throughout the year. Training is mandatory and a condition of employment. Training may be conducted on a jobsite or it may be conducted off-site at a specified meeting place. All employees will be required to attend and will be paid at a rate of \$25.00 per hour plus benefits.

## Section 15

### Emergency Procedures & Accident Reporting Procedure

#### Emergency Procedures

Accidents happen when we least expect them to occur. Having a good emergency plan is an important part of every operation. It is equally important to ensure the emergency plan work as designed. It could mean the difference between life and death.

#### Advanced Preparation

- Determine where the nearest hospital is in proximity to your project.
- Determine the distance from the project to the hospital.
- Post the directions to the nearest hospital.
- Identify the personnel on the project who are trained in First Aid and CPR.
- Designate the roll each First Aider will play if there is an emergency.
  - Person calling 911
  - Person(s) who will be administering First Aid/CPR
  - Who will control the area around accident scene.
  - Any other people who may play a role.
- Post and inform everyone who the First Aiders are.
- Ensure that first aid kits and the necessary supplies (blankets, stretcher, etc.) are available.
- Talk about the plan and conduct a mock drill of the plan.

#### Emergency Protocol

1. **Evacuate & Secure.** Ensure the area is free of hazards and secure until an investigation can begin. Define when the accident began and when it ended. **DO NOT MOVE OR ALLOW ANYONE TO MOVE ANYTHING** from the area \*unless\* it is required to keep others from harm.
2. **Aid.** Check condition of people involved in incident. Call 911 if necessary. Give aid where needed. Under the Good Samaritan Law, you can provide aid without the worry of being held liable
3. **Report.** Report the incident ASAP to the company's Safety Manager at (406) 721-9267. Notify your Supervisor or nearest project manager.

4. **Confidentiality.** NEVER speak to anyone about the incident- especially the media. Instruct others to do the same. ONLY answer questions asked by law enforcement or first responders. Be direct, don't over-share. DONT ADMIT FAULT, wait for the investigation to determine.
5. **Designate.** Designate an able employee/person to be the contact person at the scene (this may be you or a supervisor). This person should stay with the involved Riverside employee(s) to assist in reporting the incident.
6. **Collect Information.** Collect information from all persons involved in the incident, confirm identities by getting pictures of ID's! Gather: Name, number, address, insurance info (& is person involved named on insurance/registration?) license plate numbers from ALL vehicles involved.
7. **Document – Photo Evidence.** Take multiple photos of the incident or damage on ALL items/persons/vehicles, take multiple photos if you can from different angles! Do not share the photos with anyone other than Riverside agents. If law enforcement requests photos refer them to the office.
8. **Perform.** Perform a post-accident field drug test on the involved employee. Follow the correct procedure- DO NOT DOT test unless (1) a driver is involved and (A) is cited for accident or (B) severe injury or death occurred from the accident.
9. **File.** (Supervisors) File an incident report using the "Incident" tab on the iPad and submit it as soon as possible. Call the company's Safety Manager at (406) 721-9267 for assistance.
10. **Reminders.** NEVER share any of the information about the incident with anyone. ONLY share information with the Safety Manager or the office.

## Accident Reporting Procedure

Reporting accidents when they happen is extremely important. This speeds up the investigation and processing.

- **All** incidents, accidents or injuries must be reported to your supervisor or the company Safety Manager, immediately, no matter how small.
- **All** injuries must be reported on your time card by indicating "yes" on the injury section, and write an explanation of the accident or injury for

submission.

- Seek first-aid treatment for any injury if required, regardless how small.
- If you require medical treatment or diagnosis, you must inform the company Safety Manager immediately. Failure to do so could delay or negate any workers compensation benefits you be entitled to.
- **All** accidents involving Riverside Contracting Inc. property must be reported immediately (example: hitting a deer, hitting another vehicle, any dent or dings). Report the incident to your Supervisor or call the company Safety Manager for Riverside Contracting at (406-721-9267) with a detailed explanation. Failure to report and accident may result in immediate termination.
- **All** incidents, accidents and injuries shall be investigated for prevention or recurrence.

## **Section 16**

### **Employee Safety/Incentive Bonus Program**

All Riverside employees have the opportunity to qualify for the Incentive/Safety Bonus program. When you have been employed with the company for a total of 4000 hours you will qualify for the program. If you make the 4000 hour benchmark in the middle of the construction you will not qualify for the program until the next construction season. The program is explained in greater detail in another document.

The following is an outline of the criteria that each employee must achieve to get paid the maximum benefit. It also explains what will happen if you do not meet that criteria.

#### *Safety/Incentive Bonus Program:*

The program is split into two elements. The first element is a Senior Incentive for longevity with the company, the second element is a Safety Incentive based on your safety performance for that year. Each element equals fifty percent (50%) of the total incentive.

#### *Training Requirements:*

*As a condition of employment, the company has developed and implemented web base training. On the company web site there is an area that is dedicated to training. This area has the employee handbook, training videos and other company documents. It also contains a knowledge quiz related to the type of training you are accessing.*

*New employees shall be required to view the video that is associated with the job they were hired for prior to performing any work on the project. This will be completed in the orientation training. All supervisors will have a tablet or laptop for the newly hired employee to view the video(s) and presentation. The new employee will be required to access the website to view additional material and complete the quiz(s). The new employee will have 45 days to access the website training module, review the required training and complete all of the quiz(s). If the new employee does not complete the required training by their assigned due date, the hours the employee accumulates for that year will not be applied to qualifying for the Annual Bonus Program and the qualification period will be extended by at least a year.*

*\*\*\*All returning/current employees will be given specific instructions and due date(s) for recurring annual training upon returning to work from the previous year's seasonal layoff. If the employee does not complete the required training within the time allotted the employee will have a 10% reduction in the Annual Safety Bonus for every 30 days the training has not been completed. If the employee does not complete the mandatory training there will be a 100% reduction in the Annual Safety Bonus.*

*\*\*\*The training information will be updated (if necessary) and assigned to employees at the beginning of each season.*

*\*\*\*All training must be completed via the internet. There will be no hard copies of the quizzes provided.*

*The requirements are as follows:*

- All employees must:*
  - Read the entire employee handbook. This can be accomplished by reading it on the website using the electronic file or by reading the handbook given to you at orientation.*
  - Watch all videos that apply to the Registration Code you are given.*
  - Complete the quiz that pertains to the handbook, videos and presentation.*

- *Review any updates to the employee handbook and Company Policies.*

When you take the quiz that is related to the training material the number of times it takes you to complete all of the questions correctly will be tracked. If it takes you more than 3 attempts to complete all of the answers correctly for that quiz additional training may be required. The material must be read and the videos must be watched prior to taking the quiz.

## **16.1 Safety Incentives**

Rewarding an employee for put an extra effort in creating a safer workplace by going above and beyond the minimum safety requirements is just as important as taking disciplinary action when the employee performs an unsafe action or does not follow the minimum safety requirements.

### **All employees:**

Periodically throughout the construction season Riverside management will be visiting projects and rewarding employees for an outstanding safety act that the employee is witnessed performing. This will be a monetary reward and be given to the employee on the spot.

### **Truck Drivers:**

When a truck driver receives a Vehicle Roadside Inspection from the Department of Transportation and no violations are found as result of the inspection, the driver will receive an incentive reward of \$50.00 or \$25.00. It must be a clean inspection.

In the normal course of operations a truck driver will, at some point, receive a Roadside Inspection that is conducted by the Department of Transportation of the state you are operating in. When this occurs you will either get charged with out of compliance violations or have no violations related to the inspection.

The Department of Transportation conducts several inspection levels. The three most common inspections are as follows, but not limited to.

**LEVEL I – North American Standard Inspection:** An inspection that includes examination of driver’s license, medical examiner’s certificate and waiver, if applicable, alcohol and drugs, driver’s record of duty status as required, hours of service, seat belt, vehicle inspection report, brake system, coupling devices, exhaust system, frame, fuel system, turn signals, brake lamps, tail lamps, head lamps, lamps on projecting loads, safe loading, steering mechanism, suspension, tires, van and open-top trailer bodies, wheels and rims, windshield wipers, emergency exits on buses and HM requirements, as applicable.

**LEVEL II – Walk Around Driver/Vehicle Inspection:** An examination that includes each of the items specified under the North American Standard Inspection. As a minimum, Level II inspections must include examination of: driver’s license, medical examinees certificate and waiver, if applicable, alcohol and drugs, driver’s record of duty status as required, hours of service, seat belt, vehicle inspection report, brake system, coupling devices, exhaust system, frame, fuel system, turn signals, brake lamps, tail lamps, head lamps, lamps on projecting loads, safe loading, steering mechanism, suspension, tires, van and open-top trailer bodies, wheels and rims, windshield wipers, emergency exits on buses, and HM requirements, as applicable. It is contemplated that the walk-around driver/vehicle inspection will include only those items which can be inspected without physically getting under the vehicle.

**Level III – Driver Only Inspection:** A roadside examination of the driver’s license, medical certification and waiver, if applicable, driver’s record of duty status as required, hours of service, seat belt, vehicle inspection report, and HM requirements, as applicable.

If a truck driver receives a clean inspection with no violations they will receive a reward/incentive from the company. These incentives are put in place to help bring our CSA scores down and to stay compliant with the Federal Regulation. This is also to reward the employee for a job well done.

The reward breakdown is as follows:

**Level I – \$50.00 Visa card**

**Level II - \$50.00 Visa card**

**Level III - \$25.00 Visa card**

The inspection must have no violations to receive a reward.



## 16.2 Disciplinary Action and Violations

All Riverside Contracting Inc. employees are required to comply with the safety policies set herein as a condition of your employment. When an employee is cited for a violation, the employee will be held accountable for his/her actions. Non-compliance of these rules will result in a safety violation and/or up to termination. When an employee is issued a safety violation a percentage will be deducted from the original safety incentive bonus.

### 16.2.1 Violations:

*Non-DOT (laborers & operators):*

- A violation will be issued if an:
  - Employee(s) commits an unsafe act.
  - Employee(s) is involved in an accident that is caused by said employee(s) as determined by the investigation.
  - Employee(s) is witness to an unsafe act that results in an accident and took no action to stop it.
  - When an employee commits one of the above offences it will be considered to be violation that requires disciplinary action.

*DOT (truck drivers):*

- A violation will be issued if an:
  - Employee(s) commits an unsafe act.
  - Employee(s) is involved in an accident that is caused by said employee as determined by the investigation.
  - Employee(s) is witness to an unsafe act that results in an accident and took no action to stop it.
  - Employee(s) receives violation(s) as a result of a Roadside Inspection performed by the Department of Transportation.
  - Out of Service (OOS) violations will result in an automatic violation issued to the employee.
  - Non-Out of Service (Non-OOS) violations will receive a Severity Weight (this will follow the table in the CSA system of the Federal Motor Carrier Safety Administration). The Severity Weight of all violations will accrue. When the sum is equal to 25 a violation will be issued. The violation severity weight will reset when the threshold of 25 is reached. Multiple violations could be issued in a given year.

- When an employee commits one of the above offences or 25 points is reached as a result of all roadside inspections this will be considered a violation that requires disciplinary action.

### **16.2.2 Disciplinary Action:**

- Disciplinary action will be taken when an employee commits one of the above mentioned offences in section 16.2.1. **A written warning will be given to the employee for every violation and will stay on file in your employee file. Additional training may be required.**
- For every safety violation that is issued, the safety element of the incentive bonus will be reduced by 33%. **Three offenses will result in a 100% reduction in the safety incentive bonus.**
- Multiple violations could result in termination of the employment.
- **Depending on the severity of the violation and employment could be terminated on the first offense.**

Riverside Contracting recognizes the value in having long term dedicated employees that are very safety conscious. The Safety/Incentive Bonus Program is designed to reward employees for sticking with the company, being a role model to the new employees, creating a safe workplace and conducting yourself in a safe manner. Not only do we need to create a strong safety culture, we need to recognize and keep the equipment, trucks and trailers in safe working condition. Safety touches every aspect of the operations of Riverside Contracting, from workplace safety to highway safety. Every employee has a responsibility to conduct themselves in a safe manner, never walk past an unsafe action or condition without taking action and to look out for their fellow employees and the general public. If we follow the rules of the company, take great pride in our work and recognize unsafe acts and conditions, we can create a “Zero Incident” environment. If you do these simple things you will be rewarded for your efforts. If you do not, your will be penalized.

### **Non-Qualified Employees**

Employees that have not reached the 4000 hour threshold and have not qualified for the Safety/Incentive Bonus Program will be required to follow the

same training elements and will be eligible for the instant safety incentives for outstanding safety practices and clean roadside inspections.

Non-Qualified employees will fall under the same disciplinary rules without a monetary value assessed.

## **Non-Safety Related Violations**

A violation that is given to an employee that is not safety related will be reviewed and evaluated. It will be at the discretion of the company as to the type of disciplinary action to be taken. The disciplinary action taken will depend on the severity of the violation. A violation warning slip will be given to the employee for the infraction. The employee could be terminated on the first infraction. For non-related safety violations there will be no monetary deduction from the yearly incentive.

The types of non-safety violations are as follows but not limited to,

- Sexual Harassment
- Dishonesty
- Personal Violence
- Fighting on the Jobsite
- Insubordination
- Negligence
- Use of Alcohol or Illegal Drugs
- Positive Drug Test Result
- Stealing
- Destruction of Company Property
- Tardiness
- Violating Cell Phone Policy
- Violating Cell Phone Texting Policy
- Violating Company Vehicle Policy

## **Employee Termination, Layoff or Voluntary Quitting:**

If an employee voluntarily quits, is laid off, or employment is terminated, a final paycheck will be issued on the next scheduled payday or within 15 days of the last day worked. Pay may be delayed if timecards are not submitted to your supervisor daily.

## **Section 17 Conclusion**

It is our belief that all accidents and injuries can be prevented if everyone becomes involved in creating a safety culture, becomes proactive in recognizing and preventing workplace accidents and accepts their safety responsibility. This includes all hourly employees, supervisory employees and management.

We can all make a difference in the prevention of accidents. Every person is in full control over his/her actions. We do have the ability to create and work in an injury free workplace.

If you have any suggestions or additional information is needed, contact your supervisor or Safety Manager and they will assist you.

# SECTION 8

COMPANY

POLICIES

&

RULES

# DRUG TESTING PROCEDURES OPERATORS AND LABORERS

## PRE-EMPLOYMENT & RANDOM

The collector must do the following before each collection to deter potential tampering, adulteration, alteration, or substitution of the specimens:

### Collection Site:

1. All water sources should be secure.
2. No soap, disinfectants, cleaning agents, or other possible adulterants should be present.
3. The site should be inspected to ensure that no foreign or unauthorized substances are present.
4. All of these items should be rechecked after each collection.
5. Only one donor collection can be done at a time.
  - a. If a donor is drinking fluids in a “shy bladder situation” the collector may conduct another donor’s collection.
6. To the greatest extent possible, the donor’s collection container should remain in view of the collector.
7. The collector must maintain personal control over each specimen and the Chain of Custody form throughout the collection process.

### Specimen Collection:

1. Positively identify the donor through a means of photo Identification.
2. Review collection procedures with the donor.
3. Collector checks the COC form to see that laboratory name, address, and specimen ID number are printed on the form and the correct number of copies are provided.
4. Collector completes the administrative portion of the form.
5. Collector has the donor remove any unnecessary outer clothing.
6. Collector instructs the donor to empty out his/her pockets and display the items.
7. Collector selects the kit and opens it in front of the donor.
8. Collector conducts a pre-collection inspection of the facility.
9. Collector unwraps the collection cup and instructs the donor to enter the rest room to provide the specimen.
10. Donor gives the specimen to the collector.
11. Collector conducts a post-inspection of the collection facility.
12. Collector affixes specimen bottle seal.
13. Collector dates the seal and donor initials the seal.
14. Collector packages specimen and ships it to the laboratory for testing if the results are “POSITIVE” or if “Temperature is not within acceptable range”.
15. All Random tests will be sent to the Lab for further testing.

## Smoking Policy

Smoking in the workplace affects everyone. Riverside Contracting has adopted a NO SMOKING POLICY for certain areas in the workplace.

There is to be NO SMOKING:

- In any of the company tractors, end dumps water trucks and mechanic/service trucks.
- In any piece of equipment that has a totally enclosed cab, a cab having windows. (i.e. loaders, motor grader, dozers, rollers, brooms, etc.).
- In any of the control houses at the asphalt plants, CTB plant or the crusher.
- In the proximity of a fuel truck or fuel tank.
- In the proximity of a propane tank.in the proximity of any flammable or combustible substance, (i.e. gasoline, diesel fuel, starting fluid, etc.).
- In the proximity of any oxygen & acetylene tanks.

Smoking is allowed:

- On any piece of equipment that does not have a totally enclosed cab. (i.e. pavers, some rollers, rotomills, etc.).
- In any open area that is not in the proximity of fuel tanks, flammable or combustible materials.

This policy will be strictly enforced. All employees are expected to follow this policy as a condition of their employment.

## **Tardiness Policy**

As a requirement for employment, all employees are required and expected to report to work and be ready to start the shift at the time designated by the supervisor. It is the responsibility of the employee to provide their own means of getting to and from the job site where the work is to be performed. Riverside Contracting will not adjust the work schedule of the job to accommodate an employee.

Tardiness will not be tolerated or permitted. When an employee is late or tardy for work, the supervisor will call the office to determine if this is the 1<sup>st</sup> or 2<sup>nd</sup> offense. After this is determined, the following steps will be taken.

- **1<sup>st</sup> Violation**
  - ✓ The employee will be given a written warning (tardy slip) that will go in their permanent file and be on record at the office.
- **2<sup>nd</sup> Violation**
  - ✓ The employee will be given a written warning (tardy slip) and disciplinary action will be taken which could result in termination.

Riverside Contracting recognizes that there may be extenuating circumstances that could cause an employee to be late for work. Riverside Contracting will work with the employee under these types of situations. Habitual offenses will not be tolerated.



## **DRIVER REQUIREMENTS POLICY FOR RIVERSIDE CONTRACTING, INC.**

**It is the** policy of Riverside Contracting, Inc. (RCI) that all employees, that operate a company vehicle with a GVW over 26,000 lbs., meet the following criteria.

Prior to the date of hire, or as reasonably close to the hire date as possible, a driving record will be requested from the Driver Services in Helena, Montana. Upon receipt of this record, a review will be conducted to verify that the driver falls within the guidelines set forth by this company policy. This policy is over and above the minimum requirement of the Federal DOT, as outlined in CFR 49, Part 383. Driving records will also be requested and reviewed annually, at a minimum, for all RCI drivers.

Review of the driver's record must first verify that the driver possess a current Class A Commercial Drivers License along with an Air Brake endorsement. Additionally, an endorsement for Doubles/Triples is required for units pulling more than one trailer. If the driver's license is in order, an evaluation will then be conducted on the record of violations received for the past three (3) years by the driver. Violations are defined as **Major or Moving**, as follows:

**Major:** Serious convictions which indicate a disregard for public safety. **Major violations** received in the last 36 months are equal to 12 points each.

For example:

- Driving Under the Influence of Drugs and/or Alcohol
- Driving with a suspended or revoked license
- Reckless Driving
- Speed Contest (racing)
- Careless Driving
- Hit & Run
- Gross Negligence

**Moving:** Violations which reflect improper attitude and poor driving habits. **Moving violations** received in the last 36 months are equal to 6 points each.

**\*Speeding in a 25mph zone is equal to 8 points each**

For example:

- Speeding\*
- Improper lane change
- Following too close behind
- Failure to obey traffic signal
- Failure to report violation to RCI
- Operating a vehicle that is not insured
- Failure to yield right-of-way
- Driving too fast for conditions
- Others not specified

**Accidents** which are preventable equal 8 points and accidents which are non-preventable equal 4 points for each instance in the last 36 months.

**Points Totals:** **12 points or less**, Driver can operate a company vehicle  
**13-18 points**, Driver may not be hired, if currently driving may face possible discipline, suspension, and/or training as determined by Riverside Contracting, Inc.  
**19+ points**, Driver may be terminated.

\*Major violations within 1 year may disqualify a driver from operating any company vehicle. Major violations within 2-3 years will be evaluated by Riverside Contracting Management for eligibility.\*

Drivers must notify Riverside within 24 hours of a driving record violation (such as a traffic citation) or accident. This policy and a CDL driver's adherence to the policy is a condition of employment.

## **Workplace Standard of Conduct**

All Riverside Contracting employees are part of a team. Teamwork is the foundation of the company. Working as a team creates a workplace environment that perpetuates healthy, happy, more productive employees. This benefits both the employee and the company. You are expected to be a team player.

Riverside Contracting Inc. is committed to maintaining a workplace that is free from the intimidation, coercion or harassment (including sexual harassment) of any employee.

Employees are expected to conduct themselves in a business-like manner at all times. Treat you fellow employees in the same manner as you would like to be treated. Any behavior that is coercive, intimidating, harassing, or sexual in nature is inappropriate and strictly prohibited. Any verbal, physical, or visual conduct that belittles or demeans an individual for any reason is strictly prohibited.

Harassment may include, but not limited to, any of the following behavior.

- Any kind of sexual proposition or sexual innuendos.
- Offensive comments, slurs or jokes.
- Obscene jesters.
- Intimidation or threats.
- Physical contact such as touching, pinching, patting, blocking normal movement or interfering of normal work.
- Ethnic slurs or innuendos

Any employee that violates this standard of conduct will be subject to disciplinary action up to and including termination.

## After Hours Conduct

Although Riverside Contracting has no control over your actions after work hours, we strongly suggest you conduct yourself in a professional manner when you are working away from home. When you are, for example, fighting in a public establishment with other employees or citizens of the community, disorderly, leaving town without paying your bill or fraternizing with people in the community, it does not look favorable for the company or for highway construction as a whole.

Although Riverside Contracting has no recourse when employees are participating in these inappropriate actions, **it will be noted.**

The activities you participate in on your own time is no concern of the company, however, the communities that we work in see you as a representative of Riverside Contracting. How you conduct yourself after work hours in a public setting is a direct reflection on the company.

After hours conduct sometimes carries over to the workplace. Please be aware that carry-over may jeopardize your employment under workplace Standard of Conduct expectations.

Please be aware of this and act appropriately.

## Riverside Contracting, Inc. Cell Phone Policy

Cell phones in the workplace are a distraction and have the potential to cause serious injury or death. Unauthorized use of cell phones is prohibited at Riverside Contracting. Cell phone use includes verbal conversations, texting, social media, web browsing, etc. This safety policy will be strictly enforced.

It is the policy of Riverside Contracting Inc.:

1. Employees that are issued a company phone are allowed to use their cell phones at work.
2. Authorized personnel may use their phone at work, as their job requires. This includes:
  - a. Lowboy drivers and mobilization operations.
  - b. Long haul operations with limited radio contact.
  - c. Oil Truck Drivers.
  - d. Lime Truck Drivers.
  - e. When authorized by your supervisor.
3. Personal cell phones are to be left in your vehicle while in the workplace.
4. Cell phone use for "clocking-in" or "clocking-out" for electronic time cards is allowed.
5. When not managing electronic time card, cell phones must be in a secure location off of the employee's body (e.g. lunch box or vehicle).

Riverside Contracting understands that special circumstances may require phone contact. Proper protocol must be followed:

1. Notify your supervisor of your situation to get permission to use your cell phone.
2. Make your next-of-kin aware of your Supervisor's phone number. In the event that they need to contact you, they may contact your supervisor.
3. Your supervisor's phone is available to you if you need to make a call.

The purpose of this policy is to provide a SAFE work-oriented environment for all team-members at Riverside Contracting. Safety is the responsibility of EVERY EMPLOYEE, and compliance of safety policies is a condition of your employment.

**CMV Drivers.** The Federal Motor Carrier Safety Administration (FMCSA) restricts the use of all hand-held mobile devices by drivers of commercial vehicles (CMVs). Any vehicle used for company purposes with a GVWR over 10,000 lbs (F250+) is a CMV. CMV drivers who use a mobile phone while driving must use a hands-free device.

***Simply, the rules are: NO REACHING, NO HOLDING, NO DIALING, NO TEXTING, NO READING. It is not only safe practice, it is the LAW, and your job as a CMV driver depends on it.***

## Company Vehicle Rules

Vehicles represent a very important part of the Company's daily business. The Company has well over 100 vehicles that use public roadways every day. These are very high exposure units, ranging from pickups to semi-tractors, as they are used on job sites and to also haul material and equipment over long distances. The operating condition and appearance of both Company vehicles and personal vehicles being used for business purposes affect the Company's reputation.

It is the expectation of Riverside Contracting Inc.

- Drivers must have a valid driver's license and an endorsement for the type of vehicle being operated, and keep the license(s) with them at all times while driving.
- Vehicles are to be driven by authorized drivers only.
- **If an employee drives a company vehicle without a valid license, the employee's employment with the company will be terminated.**
- All state traffic laws must be obeyed.
- Drinking of alcoholic beverages while driving, or driving while under the influence of alcohol or restricted drugs is prohibited and could result in the termination of employment.
- Seat belts shall be worn by drivers and passengers at all times.
- Do not give rides to hitchhikers or strangers.
- Drivers must report all accidents immediately, as required by law and company rules.
- Drivers must report all arrests and traffic convictions to their company. Repeat traffic convictions, failure to report traffic accidents or traffic convictions may result in disciplinary action and/or termination.
- Speeding is strictly prohibited. Vehicle speed shall never be faster than the posted speed limit.
- Habitual speeders will be subject to disciplinary action and possible termination of employment.
- All speeding tickets and warning tickets must be reported to the company's Safety Manager at (406) 721-9267 immediately.

This policy shall be strictly enforced. Following this policy is a condition of your employment.

## **Driver Vehicle Inspection Record Policy (DVIR)**

It is a requirement mandated by the Federal Motor Carriers Safety Administration (FMCSA) and Riverside Contracting Inc. that every driver shall perform a vehicle inspection on every commercial motor vehicle prior to the operation of the vehicle in a scheduled shift. A CMV (Commercial Motor Vehicle) is any vehicle used for company purpose with a GVWR over 10,000lbs (3/4 ton or larger). If at any time during that shift the driver of the vehicle changes, a vehicle inspection must be performed by the new driver. Upon completion of the pre-trip inspection the driver shall fill out the DVIR on the driver's Samsara app showing that he/she has performed the inspection (note, if deficiencies are found do not check the "Satisfactory" box, only the component box(s)). The DVIR shall be submitted immediately upon completion. It is the driver's responsibility to be satisfied that the vehicle is "in good working order". If the vehicle is in good operating condition the appropriate box should be checked. If any deficiencies were found the box indicating this should be checked on the DVIR.

The following area of the vehicle must be inspected at a minimum.

- **Service brakes, including trailer brake connections.**
- **Parking hand brake.**
- **Steering mechanism.**
- **Lighting devices and reflectors.**
- **Tires.**
- **Horn.**
- **Windshield wiper or wipers.**
- **Rear-vision mirror or mirrors.**
- **Coupling devices.**
- **Fire Extinguisher.**
- **Warning Devices.**
- **Spare fuses.**

These are only the minimum requirements, tires, rims and structural cracks and any additional areas that would compromise the safety of the vehicle should be inspected. It is important to identify deficiencies of the vehicle to ensure that the truck is safe to be operated on the public highways.

Following this policy is a condition of your employment. It is all of our responsibility to ensure that our highway have vehicles that are safe to operate and never put the traveling public in danger.

## LOAD SECUREMENT POLICY

Riverside Contracting, Inc. hauls equipment, asphalt oils, asphalt and gravel on the highway of the United States and Canada. In doing so, it is the policy of Riverside Contracting Inc. that all drivers that are hauling these commodities follow all the rules and regulations of the Federal Motor Carriers Safety Administration. The following policy applies to the all employees who move equipment and materials on US and Canadian highways.

### Transporting Equipment:

- All equipment must be secured in accordance with the FMCSA regulation, CFR 393.100 – 393.136.
- All equipment must be secured prior to moving the vehicle.
- Use the correct securement devises with the correct Working Load Limit (WLL).
- Equipment that weighs 10,000 pounds or more must have a minimum of four chains securing the load.
- Equipment that weighs less than 10,000 pounds must have a minimum of two chains securing the load.
- The WLL of the chains shall not be less than  $\frac{1}{2}$  the weight of the machine being transported.

Chains Size	Working Load Limit
3/8 inch	6600 pounds
1/2 inch	11,300 pounds

- ✓ Example 1: A machine weighs 68,000 pounds, four  $\frac{1}{2}$  chains are required to secure the load.
- ✓ Example 2: A machine weighs 40,000 pounds, four  $\frac{3}{8}$  chains are required to secure the load.
- All implements on a transported machine must be secured with a single chain in addition to the two or four tie down chains.
- Any defective or damaged securement devices shall be discarded and shall not be used to secure a load being transported.



When chaining down a piece of equipment there are 2 different methods of chaining it to the lowboy, a Direct Pull” or an “Indirect Pull”.

*Direct Pull:* This is when the chain is hooked to the lowboy with one end of the chain and the other end of the chain is hooked to the piece of equipment. The boomer is hooked in the middle of the chain and the slack of the chain is taken up so the machine will not move. This method of chaining down the piece of equipment will reduce the tensile strength of the chain by 50%. *Example:* if you have 4, 3/8 chains on a piece of equipment to tie it down and the tensile strength is 6600 pounds per chain, for a total of 26,400 pounds, the tensile strength will be reduce by 50% for a tensile strength of 13,200 pounds. **This will not be enough tensile strength for most loads.**

*Indirect Pull:* This is when the chain is looped through an eye on the lowboy and an eye on the machine. The boomer is then hook on both ends of the chain taking up the slack in the chain so the piece of equipment will not move. By chaining down a piece of equipment this way there is no reduction in the tensile strength of the chains.

**If possible always tie down your load using the “Indirect Pull” method. If you cannot tie the equipment down using this method you need to add more chins to the load to make up for the loss of tensile strength.**

#### Flatbeds & Misc Loads:

- Items that are 5 feet or less in length and weigh less than 1100 pounds require a minimum of one tie down.
- Items that are 5 feet or less in length and weigh more than 1100 pounds require a minimum of two tie downs.
- Items longer than 5 feet but less than or equal to 10 feet in length, irrespective of weight, require a minimum of two tie downs.
- Two tie downs are required for item that are 10 feet in length and one additional tie down is required for every 10 feet thereafter or fraction of 10 feet.
  - ✓ Example: if an item is 33 feet long it would require 5 tie downs. Two tie downs for the first 10 feet, one tie down for each additional 10 feet and one for the last 3 feet.

## Gravel, Bituminous Material and Dirt:

- When loading a truck or trailer make sure all of the material gets in the hauling unit.
- If any material spills in the loading process, clean any excess material off the unit prior to transport.
- When loading chips or dirt make sure it is not higher than the sides of the unit as the wind will blow it out of the vehicle while transporting.

## Tanks:

- All containment lids must be shut and locked during transport, even when the tank is being transported empty.

Riverside Contracting Inc. Management

## **NON-SAFETY ENFORCEMENT POLICY**

There are many policies of the company that are not safety related. All of these policies must be followed as a condition of your employment. When one of these policies has been broken, the employee will receive a violation for the infraction. Violations will be handled in an objective but firm manner. Documentation is required at each stage and will become part of the employee's permanent file.

The steps of the enforcement progression are:

1. Written Warning
2. Written Warning / Sent Home/ Suspension from duties
3. Termination of employment

Any of the following infractions will result in immediate termination:

The types of non-safety violations are as follows but not limited to,

- Sexual Harassment
- Dishonesty
- Personal Violence
- Fighting on the Jobsite
- Insubordination
- Negligence
- Use of Alcohol or Illegal Drugs
- Positive Drug Test Result
- Stealing
- Destruction of Company Property
- Tardiness
- Violating Cell Phone Policy
- Violating Cell Phone Texting Policy
- Violating Company Vehicle Policy

Any measure or combination of measures deemed appropriate to the circumstance can be used.

Riverside Contracting Inc. Management

## **Travel Expense Reimbursement Policy**

Certain lodging and meal expenses can be reimbursed to employees as a non-taxable per diem. The intent of this policy is to fairly reimburse qualifying employees for incurred travel expenses without the employees having to submit receipts and wait to be reimbursed. Additionally, this policy is meant to reduce and/or eliminate meals and lodging that are charged on company credit cards.

Riverside has five work classifications that may qualify an employee for travel expense reimbursement through a standardized daily or hourly per diem rate. For any employee to qualify for any class of travel per diem they must be working on a Riverside project that is at least 30 miles from their place of residence and staying on or near the project.

As of January 1, 2012, Riverside will no longer reimburse for food including charges made in conjunction to fuel purchases at a gas station. Weekly Request for Per Diem must be submitted for a daily meal per diem.

The five types of work classifications eligible for travel per diem are as follows:

### Supervisor Per Diem

Employees in a supervisory capacity may qualify for a lodging and meal per diem to be paid by the day for Salaried Supervisors and by the hour for Hourly Supervisors. To qualify, employees must execute a Wage & Benefit Summary Agreement with Riverside Management. To receive this per diem the employee must fill out a Weekly Request for Per Diem to be submitted to the office at the end of each week along with other project paperwork. Any per diem requests submitted more than 20 days late will not be paid. \*\*See note at the end of this policy.

### Chip Seal Crew Per Diem

All regular chip seal crew employees may receive a daily travel per diem upon the approval of the crew supervisor on the employee's daily time card. This per diem is not available for temporary employees working less than 5 days on the chip seal crew.

### Oil Driver Per Diem

Oil transport drivers may receive a daily travel per diem based on the type of product hauled and the agreements made prior to hauling. Some winter hauls may not include a per diem or may be paid less than daily. Oil transport drivers hauling CRS-2P will be paid the same daily rate paid to Chip Seal crew employees.

### Mobilization between projects

Employees mobilizing equipment between projects may receive travel per diem based on the length of the haul and whether over night stay away from the regular jobsite is necessary. This daily per diem must be approved and submitted by the supervisor in charge of the mobilization crew. \*\*See note at the end of this policy.

### Special Circumstances

Work related travel away from regular work assignment. An example of this might be attending a training class required by Riverside. \*\*See note at the end of this policy.

The per diem rates are subject to change. Contact your payroll department for the current per diem rates being paid in the above classifications. All Per Diem paid by Riverside will be below the allowable federal per diem rate and not be considered part of the employee wage. It is recommended that employees keep accurate records of their personal travel expenses and seek advice from a tax professional for further information.

\*\* If it is determined that the standardized lodging per diem rate does not adequately cover the travel expenses incurred, receipts may be submitted for consideration of additional reimbursement. Additional reimbursement will be considered based on a reasonable costs incurred and availability of less expensive alternative will be considered.

## NO SHOW FOR WORK POLICY

As a requirement and a condition of employment, all employees are required to show up for and be ready to start the shift at the time designated by the supervisor. The company realizes that from time to time there are circumstances that may arise where an employee misses a shift due to personal reasons or unforeseen circumstances. All reasonable accommodations will be made for these types of situations. The following guidelines will be used for consideration in these types of events.

- If the employee has a planned event that will require them to miss the entire shift or part of the shift, **the employee must give at least 3 days minimum advanced notice** (example: doctor appointment, court date, etc.).
- If an employee has an unforeseen circumstance that is/was completely out of their control which makes it not possible to show up for their next scheduled shift, consideration will be given for this situation (example: this may include family emergency or vehicle breaking down on the way to work).

Disciplinary action up to termination will be taken, but not limited to, if:

- An employee missing their next scheduled shift due to a planned event but does not inform the supervisor or management.
- An employee does not report for their next scheduled shift due to an unforeseen circumstance, does not call their supervisor to inform them of the situation and the reason they will not be able to work that scheduled shift or will be late for the scheduled shift.
- Misses work or is late more than three times for any reason.
- An employee becomes a habitual offender of the policy.

Any measure or combination of measures deemed appropriate to the circumstances can and will be used in the events concerning this policy.

**Note: If your employment is terminated as a result of this policy you will be no longer employed by the company, not just that particular crew. You will not be eligible to work for SK Construction.**

## **Miner Rights and Responsibilities ( Under Part 46 Training Plans)**

The miners or their representatives must be notified when a plan is submitted by a mine operator to and MSHA Regional Manager for approval. Miners and their representatives may also request review and approval of the plan by the Regional Manager, and must notify the production-operator or independent contractor of such request [Section 46.3(c)].

The miners' representative, if any, must be provided with a copy of the plan at least 2 weeks before the plan is implemented or submitted to the MSHA Regional Manager for approval. At mines where no miners' representative has been designate, a copy of the plan must be posted at the mine or provide to each miner at least 2 weeks before the plan is implemented or submitted to the Regional Manager for approval [Section 46.3(d)].

Within 2 weeks following the receipt or posting of the training plan, miners or their representatives may submit written comments on the plan to the operator, or to the MSHA Regional Manager, as appropriate [Section 46.3(e)].

The miners or their representatives must be notified by MSHA of the approval, or status of the approval, of the training plan within 30 days after the date on which the operator submitted the training plan for approval or the date on which a miner or miners' representative requested approval of the plan [Section 46.3(f)].

The miners' representative, if any, must be provided with a copy of the approved plan within 1 week after approval. At mines where no miners' representative has been designated, a copy of the plan must be posted at the mine or provided to each miner within 1 week after approval [Section 46.3(g)].

If miners or miners' representatives wish to appeal a decision of the MSHA Regional Manager, they must send the appeal. In writing, to the Director of Educational Policy and Development, MSHA, 4015 Wilson Boulevard, Arlington, Virginia 22203, within 30 days after notification of the Regional Manager's decision. The Director will issue a decision within 30 days after receipt of the appeal [Section 46.3(h)].

A copy of the current training plan must be made available at the mine for examination by miners and their representatives. If the training plan is not maintained at the mine, the operator must have the capability to provide the plan within 1 business day upon request of the miners or their representatives [Section 46.3(i)].

For additional information, you may also refer to the MSHA Guide to Miners' Rights and responsibilities Under the Federal Mine Safety and Health Act of 1977 (OT-2).

# RIVERSIDE CONTRACTING, INC.

## e-Policy

The company is pleased to offer employees access to the organization's computer Network and the Internet. This Policy applies to employees granted Network and Internet access by the Company. For the Company to continue making Network and Internet access available, employees must behave appropriately and lawfully. Upon acceptance of your account information and agreement to follow this Policy, you will be granted Network and Internet access in your office. If you have any questions about the provisions of this Policy, you should contact the EEO Officer.

If you or anyone you allow to access your account (itself a violation of this Policy) violates this Policy, your access will be denied or withdrawn. In addition, you may be subject to disciplinary action, up to and including termination.

### 1. Personal Responsibility

By accepting your account password and related information, and accessing the Company's Network or Internet system, you agree to adhere to this Policy. You also agree to report any Network or Internet misuse to the EEO Officer. Misuse includes Policy violations that harm another person or another individual's property.

### 2. Term of Permitted Use

Network and Internet access extends throughout the term of your employment provided you do not violate the organization's Computer Network and Internet Usage Policy. Note: The Company may suspend access at any time for technical reasons, Policy violations, or any other reason.

### 3. Purpose and Use

The Company offers access to its Network and Internet system for business purposes only. If you are unsure whether an activity constitutes appropriate business use, consult the EEO Officer.

### 4. Netiquette Rules

Employees must adhere to the rules of Network etiquette, or Netiquette. In other words, you must be polite and use the Network and Internet appropriately and legally. The Company will determine what materials, files, information, software, communications, and other content and activity are permitted or prohibited, as outlined below.

### 5. Banned Activity

The following activities violate the Company's Computer Network and Internet usage Policy:

- A) Using, transmitting, receiving, or seeking inappropriate, offensive, vulgar, suggestive, obscene, abusive, harassing, belligerent, threatening, defamatory (harming another person's reputation by lies), or misleading language or materials.
- B) Revealing personal information, such as the home address, telephone number, or Social Security number of another person or yourself.
- C) Making ethnic, sexual-preference, or gender-related slurs or jokes.



- D) Causing harm or damaging others' property. Examples:
1. Downloading or transmitting copyrighted materials without permission from the copyright holder. Even when materials on the Network or the Internet are not marked with the copyright symbol, ©, employees should assume all materials are protected under copyright laws—unless explicit permission to use the materials is granted.
  2. Using another employee's password to trick recipients into believing someone other than you is communicating or accessing the Network or Internet.
  3. Uploading a virus, harmful component, or corrupted data. Vandalizing the Network.
  4. Using software that is not licensed or approved by the Company.
- E) Jeopardizing the security of access, the Network, or other Internet Networks by disclosing or sharing passwords and/or impersonating others.
- F) Accessing or attempting to access controversial or offensive materials. Network and Internet access may expose employees to illegal, defamatory, inaccurate, or offensive materials. Employees must avoid these sites. If you know of employees who are visiting offensive or harmful sites, report that use to the Company's EEO Officer.
- G) Engaging in commercial activity. Employees may not sell or buy anything over the Internet. Employees may not solicit or advertise the sale of any goods or services. Employees may not divulge private information—including credit card numbers and Social Security numbers—about themselves or others.
- H) Wasting the Company's computer resources. Specifically, do not waste printer toner or paper. Do not send electronic chain letters. Do not send e-mail copies to nonessential readers. Do not send e-mail to group lists unless it is appropriate for everyone on a list to receive the e-mail. Do not send organization-wide e-mails without your supervisor's permission.
- I) Encouraging associates to view, download, or search for materials, files, information, software, or other offensive, defamatory, misleading, infringing, or illegal content.

## Dash Cam Policy and Procedures

This policy sets out the position of Riverside Contracting, Inc. on the use of on-board incident capture devices (Dash Cams) in vehicles and its effect on employees.

The primary uses of Dash Cams are to assist in the protection and safety of persons and property, prevention or detection of criminal offences, defense of legal claims, and most importantly, driver training. It is not Riverside's intended purpose to use Dash Cams for monitoring the work of employees.

### PRINCIPLES.

The following principles apply:

- a. Dash Cams will be installed when appropriate in company vehicles, (i.e. pickups, trucks & tractors).
- b. Dash Cams are set up in a way that ensures that there is minimal intrusion of privacy, and that any intrusion is fully justified.
- c. All employees are required to review and sign the acknowledgement sheet for this policy prior to operating or entering a company vehicle. Employees may come across multiple situations and vehicles with dash cameras installed, and should be aware that an event or violation can occur at any time while in/around any piece of equipment.
- d. Violations will be accumulated for each individual and may be placed in their permanent employee file. Data will be collected for the driver's year-to-year internal record with Riverside while driving a company vehicle.
- e. No images or information will be stored except where a relevant incident(event) has occurred. Dash Cams typically only retain up to 12 seconds of the incident(event). However, it is possible to review up 120 hours of video if deemed necessary to determine fault in the case of a complaint, citation, or incident that did not get saved as an Event.
- f. Drivers are responsible for their actions as well as the actions or violations of any passengers in the vehicle while they are operating, therefore it is the driver's responsibility to make sure the passenger is abiding by laws as well (such as wearing a seatbelt). Violations can occur at any time while operating a company vehicle, even after hours or while not on the clock. Drivers and passengers in company vehicles must adhere to and abide by all local and federal laws at all times while operating company vehicles.
- g. The Dash Cam will not typically be monitored by an agent of the company at all times and the camera will usually remain in an automatic "ready to record" status. However, there is a Live view feature on each camera. This feature will only be used and activated in special circumstances or at the request of the driver.
- h. The Dash Cam will not be accessed covertly to monitor the quality and amount of work completed by employees. However, where an incident is captured that reveals inappropriate conduct that cannot in good conscience be ignored, Riverside Contracting, Inc. reserves the right to use corrective/disciplinary action in the business interests. This may include grievance, or disciplinary proceedings, defense or litigation of a legal claim, and/or driver training.
- i. When relevant, Dash Cam footage may be retained and used for future Health &

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Safety training, including the improvement in Safety Quality and Training of drivers. Riverside will acquire explicit permission given by the employee to utilize and/or publicize any photos, recordings, and information gathered before use in other applications such as training.

- j. The manufacturer’s overview sheet and an explanation of how the camera works can be made available to employees upon written request.

**EMPLOYEES**

When Dash Cams are deployed, they are likely to capture pictures of employees and potentially citizens/non-employees. Dash Cam evidence may be used as part of an employee investigation where, in the reasonable belief of management, that there may have been misconduct, or a breach of Health and Safety. Where footage is used in disciplinary proceedings, it may be retained for a further period of up to five years. The employee may be permitted to see and respond to the images, in addition to the employee’s right to request a copy, in which a written request should be provided within one month of the date of the incident.

Under appropriate circumstances the footage may be provided to Police (or other Competent Authority) with the intention to prosecute for criminal offences. In defense of legal claims, or in pursuance of civil recovery, footage may also be provided to our legal representatives with the intention of providing evidence before the courts.

**NON-EMPLOYEES**

Where an incident involves a third party, the relevant insurers will be informed of the details. Although the third party may be made aware that there is recorded evidence in the form of Dash Cam footage, a copy of the recorded material can only be obtained if requested by the subject themselves. Third Parties should also be aware that under appropriate circumstances the footage may be provided to Police (or other Competent Authority) with the intention to prosecute for criminal offences. In defense of legal claims, or in pursuance of civil recovery, footage may also be provided to Riverside Contracting’s legal representatives with the intention of providing evidence before the courts.

**VIOLATIONS**

Below is a list of commonly triggered events recorded by the dash cameras installed in company vehicles. Not all triggered events result in a violation, the event(s) will be reviewed.

Falling Asleep	Failed to Keep an Out
Near Collision	Cell Phone Hands Free - Distraction
Too Fast For Conditions	Other Communication Device - Distraction
Unsafe Lane Change	Electronic Device – Distraction
Failed To Stop	Passenger Distraction

Ran Red Light	Other Distraction
Posted Speed Violation	Incomplete Stop
Drowsy	Not on Designated Roadway
Aggressive	Not Scanning Roadway
ER (Electronic Recorder) Obstruction	Lack of Intersection Awareness
Other Violation	Improper/Inadequate Mirror Use
Late Response	Driver Conduce Concern
Blank Stare (Fatigue)	No Seat Belt
Driver Smoking	Passenger Unbelted
1 Point Violations	Following Distance: <1 sec to <4 sec
Near Collision (No violation)	Handheld Device (CB Radio) (No violation)
Possible Collision (Possible no violation)	Cell Phone Hands Free (Observation no violation)
Collision	Camera Issue
Positive Recognition (No violation)	

### DISCIPLINARY ACTION

Drivers may receive disciplinary action of varying degrees based off they type of violation, the severity of the violation, and their accumulation of violation(s), as described below:

**1 violation** – The driver may receive a written warning with an explanation of all current violations.

**2 violations** - The driver may receive another written warning with an explanation of all current violations. The driver may also receive a written disciplinary plan for any further actions taken to correct the driving behavior.

**3 violations** – The driver may receive an intervention for additional training and/or may result in additional disciplinary action.

*Please note that regardless of the typical 3 strike system shown above, any violation for any reason may result in disciplinary action up to and including termination. Riverside Contracting reserves the right to make disciplinary decisions including termination on a case-by-case basis, regardless of the number of violations an employee has received.*

Disciplinary action up to and including termination of employment may be taken against any employee who is involved in any of the following actions.

1. Destroying, dismantling or unplugging the camera(device).
2. Deliberately blocking the view of the camera inside the cab or outside the cab of the vehicle. This will include clothing items, tape, sun visor, etc.
3. Exhibiting unsafe behavior that endangers the lives of other workers and/or the traveling public.

***Disciplinary action and write up's may negatively affect the annual safety bonus of the qualifying employee (if any).***

#### ACCESS TO DASH CAM RECORDINGS

Access to retained images and information will be kept confidential within the agents of Riverside Contracting with appropriate security measures to safeguard against unauthorized access and use. Access is approved on an incident-by-incident basis. Once access is approved by the authorized agent of the company, recorded footage can be reviewed (not deleted or amended) by:

1. Safety Manager
2. Directors
3. Management
4. Driver Trainers
5. Statutory bodies such as Police, HSE, etc.

Any other person with interest must obtain authority from the Safety Manager to view recorded footage, providing reasons and justification. Any persons whose images are recorded have a right to view those images, and to be provided with a copy of those images upon request within one month of the event. Availability of images will be subject to the retention period. Employees making such a request should do so in writing, providing the relevant time and date of the image, so that they may be easily identifiable. The request should be made to [mgallagher@riversidecontracting.com](mailto:mgallagher@riversidecontracting.com).

The Safety Manager may automatically send the images or information to the employee for review without a written request being needed. In that event, the information will be sent to the employee's email on file with the office. It is the employee's responsibility to keep the office and their employee file up to date with correct contact information.

#### COMPLAINTS

Complaints about the operation of the Dash Cam system should be addressed to the Safety Manager (see page 4 for contact information).

#### MONITORING AND REVIEW

This policy will be regularly reviewed for potential edits or legislative change. This policy forms part of employees' terms and conditions of employment and may be subject to change at the discretion of Riverside Contracting, Inc.

## **Pit Camping Policy**

To help alleviate the cost of traveling for work, Riverside Contracting, Inc. (“Riverside”) sometimes allows Employee(s) to camp in the Pit Area on Montana projects; permission relies on land-owner approval. In Wyoming, many of the pits are state-owned, and over-night camping in the pit is often prohibited.

### **Employees must abide by the following when residing in Riverside’s Pit Area(s):**

1. Employee must park their camper in the area designated by the Superintendent and/or Foreman, along with using the vehicle route designated. Only Employee and their spouses are allowed to stay in the Pit Area. No children and/or minors are allowed in the Pit Area.
2. If Employee has a pet, the pet must be restrained by a chain at all times, and not allowed to roam freely. Riverside reserves the right to request an Employee to remove a pet from the Pit Area at anytime for any reason.
3. Employee’s stay in the pit at their own risk. The Employee shall indemnify, defend, and hold harmless the Landowner, Riverside (including its owners, affiliates and subsidiaries), its officers, directors, agents, shareholders, successors and employees from and against any and all claims, liability, actions, causes of actions, complaints, laws, expenses and demands whatsoever, in law and in equity, including without limitation for bodily injury, personal injury, sickness, disease, death or property damage, arising out of, or as a result of, or to arise out of the Employee being in the Pit Area for any reason, regardless of negligence. Employee, at Employee’s sole expense, shall handle all such claims, defend all lawsuits filed against Riverside on account thereof, pay all judgments rendered against Riverside in such lawsuits, and reimburse Riverside in cash for all reasonable expenses incurred by Riverside on account thereof including, but not limited to, attorney fees, expert witness fees and court costs.
4. Employees are not to interfere with pit operations; if work-related operations are near campers, the camper must be moved.
5. The use or operation of Riverside equipment is strictly prohibited outside of work-hours and without Supervisor permission. Violating this policy will result in termination.
6. The area around campers must remain tidy; no surplus of belongings strewn about. Littering is against the law and against company policy. Employees can be terminated for littering.
7. Employees are expected to conduct themselves in a respectable manner. Riverside reserves complete discretion, for any reason, including but not limited to an Employee conduct that interferes with their neighbors and co-workers, and/or violation of any term of this Agreement, to remove them from the Pit Area and revoke the authorization decal.
8. Excessive drinking, rowdiness, and partying are not allowed in the pit.

9. An Employee is allowed ingress and egress access to their camper spot only. No other access to the Pit Area is allowed, except while performing official duties for Riverside. No All-Terrain Vehicle operation is allowed in the Pit Area.

10. When an Employee's work is complete in a particular area, campers must be removed from the Pit Area immediately. Any Employee who is terminated from employment with Riverside for any reason (resignation, quit, involuntarily terminated, etc.) will be required to remove their vehicle(s), camper and all personal belongings within one (1) hour of the termination.

11. Employees must report violations of this Agreement to their supervisor, or by calling the office; Billings: 406-256-0555, Missoula: 406-721-9267. Report all emergencies immediately to 911, if not available, to the authorities immediately.

12. This Agreement constitutes the entire agreement of the parties. This Agreement supersedes all prior communications (written or verbal), contracts, or agreements between the parties. This Agreement cannot be modified verbally by any Riverside employee. All changes must be in writing, and signed by the President.

13. Riverside reserves the right to revoke this Agreement any anytime, for any reason, for any and/or all employees. In the event this Agreement is revoked for any employee or all employees, the employee(s) shall remove their vehicle(s), camper and all personal belongings within one (1) hour of revocation of this Agreement.

**SECTION 9**

**EARLY RETURN**

**TO**

**WORK PROGRAM**



## **Early Return to Work Program**

Despite our best efforts, sometimes employees do get injured or become ill. Returning employees to work from an injury or illness, as implemented via an early Return-to-Work Program, is an important part of an effective claims management program. Return-to-Work Program benefits **both** the **employee** and the **employer**. Riverside Contracting will explore every option to assist and place the injured employee in a Temporary Alternate Work Assignment while they are recovering from an injury and waiting to return to their regular duties.

How the Employee Benefits:

### **Financial Benefit**

Employees earn regular, not reduced, wages in a Temporary Alternate Work Assignment, regardless of the type of job performed. Injured/ill employees continue to receive the same employee benefits during Temporary Alternate Work Assignments.

### **Enhanced Recovery**

Return-to-Work Programs enhance the employee's self-esteem and speed the recovery process, both physically and psychologically. Early return to work reduces the tension and mental stress employees may experience when they are unable to work. The employee performing a Temporary Alternate Work Assignment feels like a productive team member and the work activity actually assists with the physical transition back to regular work.

### **Enhanced Communication**

With early intervention and the offering of transitional levels of restricted work, the employer demonstrates their commitment to the employee's well-being. Early return to work makes the employee feel like an asset rather than a liability and allows the employee to maintain social contact with fellow employees, which encourages recovery. Anytime an employee is returned to a familiar and friendly work environment, it will assist in facilitating recovery versus frustration.

How the Employer Benefits:

### **Reduced Costs**

All time loss costs are a dollar loss. If employees are at work, they are

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not receiving time loss and tend to seek treatment less frequently; therefore, reducing the costs that directly affect premium rates.

### **Work Resource**

Temporary work can fill the needs of many departments. Employees who are capable of performing restricted tasks are a resource that would have been lost without a formal Return-to-Work Program.

### **Prevention of System Abuse**

Behavior modification indicates that any behavior which is rewarded tends to recur. By rewarding injuries with time loss payments and time off work, a pattern may be established. Positive work patterns are reinforced when employees return to work quickly and they realize they must report to their Superintendent weekly.

### **Prevention of Further Injury**

Some highly motivated employees return to regular jobs against their attending physician's advice because they want to work. A Temporary Alternate Work Assignment will ensure placement in an assignment that is appropriate to the physical restrictions; and employees would be less likely to aggravate their injury.

### **Cross-Training & Increased Company Awareness**

With a flexible Return-to-Work Program, employees often work in different departments or on special projects. This helps an employee gain new skills and a better understanding of other areas within Riverside Contracting, Inc.

### **Return-to-Work Guidelines:**

During the process of recovery from a work related injury or illness, Riverside Contracting can provide a Temporary Alternate Work Assignment for a period of up to 60 calendar days. **No Temporary Alternate Work Assignment will become permanent.** The purpose of the Return-to-Work-Program is to keep employees working in a productive capacity while protecting their injury as it heals. Employees will be paid their **regular wage** for hours worked during their Temporary Alternate Work Assignment. If an employee is restricted to shorter working hours, the employee may receive benefits for hours not worked up to the maximum wage percent per state or federal guidelines.

When released to a Temporary Alternate Work Assignment, employees are expected to follow the same performance criteria as regular employees. This

includes, but is not limited to: *Satisfactory completion of work assignments, reporting to work on time, completing scheduled shifts, recording time worked, and making advance arrangements for time away from work with the Superintendent in their assigned work area.*

When entering the Return-to-Work Program it is important that a projected return to work date be established. If an employee is released for a Temporary Alternate Work Assignment without a projected return to work date, the Superintendent will review the injured worker's status with a company representative to determine if placement in a Temporary Alternate Work Assignment is appropriate.

When an employee is released for a Temporary Alternate Work Assignment, and an assignment can be made available, the Superintendent will work within the physical restrictions outlined by the attending physician.

It is the employee's responsibility to **comply** with the guidelines that govern the Return-to-Work Program. If the employee fails to notify the Superintendent and/or the Company representative within one working day from the date of release, corrective action will be taken. While in a Temporary Alternate Work Assignment, failure to follow the restrictions set forth by the attending physician can lead to corrective action and/or loss of compensation benefits.

When the attending physician has determined an employee is medically stationary and has **no restrictions**, the employee will be returned to their regular position. If, however, there is a change in business conditions and the employee's regular position no longer exists (or the attending physician has determined the employee cannot return to the previously held position), a company representative will evaluate current openings.

### **Reinstatement**

Riverside fully supports the Americans with Disabilities Act (ADA) which provides employment protection for qualified persons with a disability. If an injured employee becomes a "qualified worker" with a disability under ADA, or other federal and state statutes, Riverside will reasonably accommodate the disabilities of the injured employee in accordance with applicable laws. Reasonable accommodation includes offering an alternate vacant position to a qualified individual with a disability who cannot return to his/her regular job, even with reasonable accommodation. Reasonable accommodation may include modifying the vacant position offered to a qualified individual if it

would enable the employee to perform the "essential functions" of the assignment offered and not be an undue hardship on the company.

### **Vocational Assistance for Work Related Injuries**

Employees may qualify for vocational assistance or training if they cannot return to a regular job. The claims administrator and the company representative must decide if an employee is eligible for vocational assistance at this time or when the employee becomes medically stationary. The claims administrator will provide its decision in writing. If eligible, the employee will receive help returning to suitable work, including job placement services and/or training. If the employee needs help getting back to work, call the claims administrator and ask about vocational assistance. Refer to state laws for your area regarding vocational assistance.

#### Management Responsibilities:

##### ➤ **Safety**

It has always been, and will continue to be, Riverside's goal to operate in the most efficient manner with the highest regard toward safety and loss prevention for employees.

The safety of employees is one of the primary responsibilities of every Superintendent. The significance that Riverside attaches to safety is expressed in the Safety Manual. (Refer to the Safety Manager for additional information.)

##### ➤ **Reporting Work-Related Accidents / Treatment**

In the event the injury/illness is life-threatening - call 911 immediately.

All work-related injuries/illnesses must be reported to the Superintendent immediately. The Supervisor will provide the employee with a yellow Injury Packet. The employee and Superintendent will complete the State First Injury Report form and the Superintendent will complete the Accident/Incident report with the employee. These reports must be completed within 12 hours and all originals are sent to the Company representative.

The Supervisor should instruct employees to provide the physician with the appropriate form from the yellow Injury Packet. The physician will assess the situation, provide treatment as appropriate, and/or recommend further evaluation. The physician shall complete their section of the "First Report Of Injury" form and return it to the employee within the initial evaluation visit. \*The employee may complete the Medical section themselves if they have the requested information available. \*

*It should be communicated to employees that if they are unable to return to work after seeing their attending physician, they must contact the Superintendent and/or the Company representative to report physician recommendations regarding their Return-to-Work status.* In the event of time loss, the employee must submit a **Return-to-Work Authorization** form from the attending physician indicating the period of time they will be off work. Time loss will not be extended automatically. Employees must provide the Superintendent and/or the Company representative with a new **Return-to-Work Authorization** before the expiration of their present time loss authorization. Failure to do so can result in corrective action and possible loss of benefits.

#### ➤ **Medical Leave Time Loss**

If the attending physician has recommended time loss, it is the responsibility of the employee to check in **once a week** while off work in order to advise of his/her condition and availability for work. If a week has passed and the Company representative and/or the Superintendent have not been contacted by the employee, the Superintendent will contact the employee to begin the corrective action process and advise of the impending loss of benefits.

The company representative and/or Superintendent should carefully monitor all time loss and Return-to-Work Authorizations to ensure they are complete and maintain documentation of any contact with the employee.

### **Returning to Work**

Before allowing an employee to return to work, take the following steps:

1. Always obtain a **Return-to-Work Authorization** form from the attending physician. The Company representative must receive a release from the attending physician, **clearly indicating work restrictions**, before allowing an employee to begin a Temporary Alternate Work Assignment.

**Caution:** Under the Americans With Disabilities Act (ADA) and/or state law, qualified individuals with a disability may have the right to return to their regular job without a full release providing they can perform the essential job functions with reasonable accommodation, if necessary, and if returning employees to their regular job would not pose a direct threat to the health and safety of the employee or other persons.

2. If an employee has a release for a Temporary Alternate Work Assignment, take the following steps:

- The company representative and/or Superintendent will meet with the employee to review the attending physician's Return-to-Work Authorization for a Temporary Alternate Work Assignment.
- The company representative and/or Superintendent will clearly communicate the expectations while in a Temporary Alternate Work Assignment:
- Hours worked will be designated by the company representative or the assigned Superintendent. Overtime **will not** be scheduled while working in a Temporary Alternate Work Assignment. **Management Responsibilities**
- Time worked will be computed for hourly employees based on their regularly scheduled hours.
- Employees will provide documentation of their visit to a physician immediately to their assigned Superintendent. Time loss compensation is provided for visits to authorized health care providers which occur during regularly scheduled work time. The assigned Superintendent or employee must record this time on the time card or attendance sheet.
- The assigned Superintendent will ensure that all work provided will be consistent with, and not exceed, the restrictions set by the attending physician. Employees must agree not to work beyond their physical restrictions.
- The Company representative or the Superintendent will have the injured employee read and sign the **Employee RTW Responsibilities Form** and **Temporary Alternate Work**

## **Assignment Offer.**

- The Superintendent will also sign the **Temporary Alternate Work Assignment Offer**.
3. The Company representative and the Claims Administrator should monitor the employee's return to work progress.
- If at any time it appears an injured/ill employee will be unable to return to regular work within 60 days, the Temporary Alternate Work Assignment should be reviewed by the Company representative and the Claims Administrator to determine if an extension is appropriate.
  - If the employee in a Temporary Alternate Work Assignment calls stating he/she is unable to work, and with complaints of increased symptoms, the Company representative and/or the Superintendent can request the employee see the attending physician immediately. Time loss authorization must be submitted within 24 hours. Failure to provide an authorization for time loss will result in corrective action and possible loss of benefits.
  - If an employee refuses to accept a Temporary Alternate Work Assignment Offer, and a release has been received from the attending physician, benefits may be terminated.

## Employee Responsibilities

### ➤ **Safety**

It has always been, and will continue to be, Riverside's goal to operate in the most efficient manner with the highest regard toward safety and loss prevention for employees.

The safety of employees is one of the primary responsibilities of every Superintendent. The significance that Riverside attaches to safety is expressed in the Safety Manual. (Refer to the Safety Manager for additional information.)

### ➤ **Reporting Work-Related Accidents / Treatment**

In the event the injury/illness is life-threatening - call 911 immediately.

All work-related injuries/illnesses must be reported to the Superintendent immediately. The Superintendent will provide the employee with a Workers' Compensation Injury Packet. The employee and Superintendent will complete the State First Injury Report form and the Superintendent will complete the Accident/Incident report with the employee. These reports must be completed within 24 hours and all originals sent to the Company representative. Immediately fax a copy of the original to MCCF your Workers' Compensation plan administrator.

The Superintendent should instruct employees to provide the physician with the appropriate forms from the Workers' Compensation Injury Packet. The physician will assess the situation, provide treatment as appropriate, and/or recommend further evaluation.

If further evaluation is recommended by the physician, the employee can choose a physician (or other authorized health care provider as per state law) who will be the attending physician for the claim. The employee must receive a **Return-to-Work Authorization** form/letter from the attending physician.

This **Return-to-Work Authorization** is specific and may include:

- ✓ A full release to regular work, **without restrictions**.
- ✓ A release to return to a Temporary Alternate Work Assignment.
- ✓ An authorization to remain off work.

➤ **Medical Leave Time Loss**

If the attending physician recommends return to work with restrictions, the employee must notify the Company representative and/or the Superintendent by phone or in person within one working day and be prepared to work immediately, if possible, or the next scheduled shift. The Company representative or Superintendent will explain the availability of specific Temporary Alternate Work Assignments.

If an injury/illness causes lost time from work, it is the employee's responsibility to check in **once a week** with the Company representative and the Superintendent to advise of his/her condition and availability for work. Employees must submit a **Return-to-Work Authorization** from the attending physician indicating the period of time they will be off work. Time



loss will not be extended automatically. Employees must provide the Company representative and Superintendent with a new **Return-to-Work Authorization** before the expiration of their present time loss authorization. Failure to do so can result in corrective action and possible loss of benefits.

➤ **Returning to Work**

Whenever feasible, every effort will be made to accommodate the needs of employees by modifying their present work setting; however, work availability may make it necessary to transfer employees from their regular position.

When returning to a Temporary Alternate Work Assignment:

1. Hours worked will be designated by the Company representative or the assigned Superintendent. Overtime **will not** be scheduled while working in a Temporary Alternate Work Assignment.
2. Time worked will be computed for hourly employees based on their regularly scheduled hours.
3. Employees will provide documentation of their physician visit to the assigned Superintendent. Time loss compensation is provided for visits to authorized health care providers which occur during regularly scheduled work time. The employee must notify the assigned Superintendent of any scheduled visits. The assigned Superintendent or employee must record this time on the time card or attendance sheet. Employees may be required to move from one Temporary Alternate Work Assignment to another if their health status changes or they complete an assignment prior to returning to regular work.
4. **No permanent** jobs will be created from Temporary Alternate Work Assignments.
5. A status review with the employee, the Company representative, Superintendent, and the Claims Administrator may be performed at two week intervals when deemed necessary.
6. When an employee is released for a Temporary Alternate Work

Assignment, and an assignment is available that meets the restrictions set forth by the attending physician, and the employee refuses the assignment, time loss benefits for workers' compensation may be terminated.

7. If an employee in a Temporary Alternate Work Assignment calls stating he/she is unable to work, and with complaints of increased symptoms, the Company representative and/or the Superintendent will request the employee see the attending physician immediately. Time loss authorization must be submitted within 24 hours. Failure to provide an authorization for time loss can result in corrective action and possible loss of benefits.