



Tool Talk Safety Meeting

Date – 8/5/2019

Topics – WORK ZONE ACCESS

Entering and exiting a work area is part of the job that presents challenges to work crews and motorists that become more hazardous as traffic volumes and traffic speeds increase.

This tool talk discusses methods to safely enter and exit the work area inside a closure with minimum traffic disruption without exposing workers to traffic.

- Think ahead – If possible, identify established ingress/egress points before arrival to the job and communicate the location to the entire crew. An ingress/egress point should be the location where construction vehicles enter and exit the work area with minimum traffic disruption without exposing workers to injury.
- Be Visible – Strobes are to be flashing when working in a work zone
- Slow down – Enter the work area at a speed that allows you to safely maneuver around traffic control devices and enter the closure.
- Anticipate – Expect motorists to follow you into the closure. Once you are inside the closure carefully stop and check to make sure that you were not followed by motorists.
- Be patient - When exiting the work area wait for a break in traffic that will allow enough time to accelerate safely.

If you have any questions about Tool Talk Topics or other safety items contact Kurt Shea at 269-207-2055 or kurt@pkcontracting.com



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Date – 8/5/2019

Topics – Social Media Policy

We live in an electronic world and PK Contracting, Inc. understands that its employees have the right to use and participate in social media channels, blogs and other public online tools, personally on their own time. Social media use on company time is prohibited and your responsibility to PK does not end when you are off the clock. This policy applies to all social media posts as it relates to PK Contracting, Inc.

Remember to be respectful and polite when using social media:

- Employees may disclose their affiliation with PK Contracting
- Any references to PK must be clearly defined as your own and not result in any negative repercussions for PK

Employees are prohibited from disclosing:

- Company information: Do not post pictures or provide any information about PK facilities, operations, equipment, employees, graphics, customers or materials. It is not your job to make non-public information public.
- PK contracting reserves the right to edit, amend or remove any social media content pertaining to PK Contracting

Disciplinary action may be necessary leading up to and including termination for not following PK Contracting's social media guidelines listed above.

If you are not sure if information about PK can be shared on social media; don't share it.

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TOOL TALK SAFETY MEETING

TOPIC(S): Work Zone Access & Social Media Policy August 5, 2019

DATE: _____ **DIVISION:** _____

Foreman's/Presenter's Name: _____

Printed Name	Signature	Printed Name	Signature

Attendees sign and print name below

ADDITIONAL TOPICS AND/OR SUGGESTIONS FOR NEXT TOOL TALK

PARTNER BY CHOICE. SAFETY BY DESIGN.

PK CONTRACTING IS AN EQUAL OPPORTUNITY EMPLOYER

PKCO