



Environmental, Health, & Safety Handbook

2022-2023 Seasons

Revised: 03/20/2023

TABLE OF CONTENTS

STATEMENT OF PRINCIPLE	4
SAFETY MANAGER RESPONSIBILITIES	4
Safety Manager	4
General Responsibilities.....	4
SUPERVISOR RESPONSIBILITIES	5
1.0. Employee Participation	6
1.1. General Safety Rules.....	6
1.2. General Field Safety Rules	6
1.3. Heat Stress	7
1.3.1. Control of Heat Stress	7
• Engineering Controls.....	7
• Acclimatization.....	7
• Personal Protective Equipment	7
• Fluid Intake.....	7
• Training	7
1.4. Lightning and Thunderstorms:.....	8
Below are the requirements that need to be followed when a thunderstorm is approaching to the job site: 8	
1.5. Reporting Injuries And Incidents.....	8
1.6. Returning To Work.....	9
1.7. Disciplinary Action.....	9
SECTION 2: REQUIRED ATTIRE & PERSONAL PROTECTIVE EQUIPMENT (PPE).....	10
2.0. Safety Clothing And Dress Code	10
2.1. Required Personal Protective Equipment:	10
2.2. Hard Hats.....	10
2.3. Working At Night.....	10
2.4. Hand Protection	10
2.5. Use Of Respirators	11
2.5.1. Dust Masks.....	11
SECTION 3: WORK ZONE SAFETY ON THE JOB	13
3.0. Statement	13
3.2. Traffic Control & Pavement Marking Procedures.....	13
3.3. Police Assistance On Traffic Switches.....	13
3.4. Safety Meetings	13
3.5. Seat Belts.....	14
3.6. Riding On Equipment	14
3.7. Traffic Regulators (Flaggers)	14
3.7.1. Work Zone Control Training And Certification	14
3.8. Coning Procedures	14
3.9. Placing Or Removing Blips.....	15
3.10. High Pressure Blowing.....	15
3.11. Emergency Situations.....	15
3.13. Insurance Information.....	15
3.14. First Aid Kits	16
3.15. Fire Extinguishers.....	16

3.16.	First Aid / CPR Training.....	16
3.17.	Paint Tank Cleanout	16
3.18.	Transferring Thermoplastic Material	17
SECTION 4: HAZARD COMMUNICATION.....		18
4.0.	General.....	18
4.1.	Safety Data Sheets (SDS).....	18
4.2.	Container Labeling	18
4.3.	Hazmat Spill Procedures	18
4.4.	Hazard Communication Poster	19
SECTION 5: APPENDIX.....		20
SUPERVISOR SAFETY CHECKLIST		20
Daily Vehicle Inspection Checklist.....		21
SECTION 6: SAFETY CONTACT		22
SECTION 7: ACKNOWLEDGEMENT FORM		23

STATEMENT OF PRINCIPLE

PK Contracting has declared a clear commitment to safety. PK Contracting recognizes its responsibility in providing a safe working environment, to abide by all applicable safety rules and regulations, and to communicate its safety commitment. It is through sharing and equal safety commitment that PK Contracting and its employees can have an effective safety program.

Employees of PK Contracting are considered our most valuable asset; their safety is of vital concern. PK Contracting considers incident prevention an important and integral part of every operation undertaken. Safety will be given primary importance in planning and operating all company activities to protect employees against occupational injuries and illnesses.

Safety, Productivity, Quality. A safe work site provides the opportunity to operate at the highest level of productivity to deliver the highest quality. Safety is the number one principle at PK Contracting. Zero Incidents, Zero Defects and Zero Losses drive our “*Think Zero Culture*.”

Overlooking a simple safety violation is to compromise our values to your health and well-being. Hazards are present in and out of the work zones, installing pavement markings, or performing pavement marking related work. It is the responsibility of every employee at PK Contracting to adhere to our safety policy, the Manual of Uniform Traffic Control Devices (MUTCD) and OSHA regulations. By adhering to safety regulations and principles we will provide the safest working environment possible for all employees.

This Environmental, Health, and Safety Handbook is based on the Frontline Road Safety Corporate Safety Manual. For additional items not covered in this handbook, refer to the corporate safety manual for additional information.

SAFETY MANAGER RESPONSIBILITIES

Safety Manager

Kurt Shea is the designated PK Contracting Safety Manager. The safety manager, in alignment with the corporate EHS department, is responsible for the development and administration of the PK Contracting safety programs and processes.

General Responsibilities

- a. Employee Training – Coordinate safety and health training. Be sure that all state construction safety standards are being followed and that standards are available upon request.
- b. Safety/Health Procedures – Identify and eliminate potential job hazards.
- c. Employee Engagement – Encourage employees to identify and report hazards and near misses to improve safety.
- d. Jobsite Inspections – Conduct jobsite inspections to ensure compliance.
- e. Documentation – Ensure compliance with safety meetings, training, and toolbox talks.
- f. Postings – Ensure that all required jobsite postings are maintained as required.
- g. Incident Investigations – Verify that all incidents are documented and participate with incident investigation and documentation.
- h. Recordkeeping – Verify that all federal and state record keeping, and reporting requirements are followed.
- i. OSHA Compliance – Verify that all locations are in OSHA compliant.

SUPERVISOR RESPONSIBILITIES

The supervisor, foreman, superintendent, or other designated qualified person is responsible for overall safety on the jobsite.

A “qualified person” has the knowledge, experience, thoroughness, and ability to direct their crew safely and productively.

Supervisors are responsible for:

- a. Always working in a safe manner and setting the example for all employees.
- b. The actions, output, safety, and strict adherence to all company policies of every member of their crew.
- c. Ensuring that all equipment is used and maintained as required including the beginning and end of shift procedures that must be followed for all trucks & equipment.
- d. Ongoing safety instruction to employees about the proper operation of tools, equipment, and material handling.
- e. Ongoing instruction about work zone safety.
- f. Ensuring that employees are not working under the influence of drugs or alcohol.
- g. Conducting Safety Tool Talks & Daily Safety Minute discussions with employees.
- h. Provide ongoing safety instruction for the proper operation of tools, equipment, and material handling.
- i. Investigate and report all incidents (injuries, illnesses, crashes, near misses).
- j. Ensure that a copy of this Environmental, Safety and Health Handbook is available at the jobsite.

SECTION 1: GENERAL SAFETY RULES AND PRACTICES

1.0. Employee Participation

Employee participation is encouraged and important. Safety is everyone's responsibility. Through everyone's participation communicating ideas, observations, and experiences we will be in the best position to problem solve and advance safety. Every employee has the right and responsibility to stop the job, if at any time, they feel the job is unsafe to continue. Employees are required to report any safety or environmental concerns immediately to their supervisor or to the company safety manager.

1.1. General Safety Rules

The following actions are prohibited and could be grounds for disciplinary actions, up to and including termination of employment.

- Attending work or driving a PK Contracting vehicle while using, being under the influence of, or possessing illegal drugs, alcohol, or intoxicants or off-the-job use of such drugs or intoxicants to a degree resulting in interference with job performance.
- Willfully violating established PK Contracting policies outlined in this standard or otherwise instituted by PK Contracting management.
- Intentionally not reporting, lying about, or falsifying information on the employment application.
- Intentionally not reporting a work-related incident or giving misleading or false information during an incident investigation.
- Willfully neglecting or misusing a PK Contracting vehicle or rental vehicle used for company business.
- Negligently or improperly using company tools or equipment.
- Speeding or carelessly driving a PK Contracting vehicle, whether cited or not.
- Permitting unauthorized passengers in a PK Contracting vehicle or using a PK Contracting vehicle for personal use without management authorization.
- Horseplay, fighting, or other acts on the job, which may endanger the safety and well-being of the public or customers.
- Causing injury to another employee.
- Behaving discourteously towards the public.
- Firearms and/or weapons of any kind are not permitted in the workplace, company vehicles, in an employee's personal possession while on company property, job site, company vehicle, or while conducting company business, or at any company events. Exceptions to this policy must be given in writing by executive leadership.
- Deliberately or intentionally destroying or causing damage to PK Contracting property, tools, equipment, vehicles, clothing, or property of fellow employees.
- Intentionally attempting to deceive, mislead, or defraud management or the insurance company by falsifying a claim.
- Overriding safety devices/equipment.

1.2. General Field Safety Rules

- No firearms or other weapons are permitted on PK Contracting property or any jobsite. Only knives that are used for job specific purposes will be allowed, i.e., box openers or utility. Exceptions to this policy must be given in writing by executive leadership.
- The use, possession, transportation, solicitation or sale of alcohol or drugs, including illegal drugs and misuse of prescription drugs, on company premises is prohibited.
- Cell phones or any other mobile devices are not to be allowed to be used at any time while working on or near equipment in the field.
- Non-employees are not to be allowed on the job site at any time.
- Horseplay, fighting, or other acts on the job, which may endanger the safety of the public or customers.

- Employees must be alert for hazards and potential hazards, and must immediately report any unsafe conditions, acts, tools, or equipment to the supervisor. Employees should never perform any assignment that is unsafe.
- Report any injury, incident, or “near-miss” incident to their supervisor immediately.
- All traffic laws and regulations shall be obeyed. Any traffic violations will be the responsibility of the driver. Deviations from standard traffic rules and regulations may only be made within a designated work zone.
- Pay close attention to traffic; keep head up.
- Do not walk in front of the truck or equipment that is in operation without first making eye contact with the driver or operator, signal intent, receive approval and then proceed.
- Make eye contact with the operator and have them disable machine before approaching.
- Avoid standing near trucks that are dumping.
- Avoid standing between trucks and/or equipment.
- Empty bottles, containers and papers will not be allowed to accumulate. Trash disposal cans will be provided and emptied on a regular basis.
- The company may conduct a search or inspection of an employee’s personal effects and/or property while on company business. It may be initiated by the company without notice, at any time, for any reason, and may be conducted by management personnel, federal, or local law enforcement officers or private security.

1.3. Heat Stress

The objective of the heat stress safety program is to reduce the risk of illness, injury, or fatality to all PK Contracting employees from heat related disorders. This program impacts all employees who work in hot environments.

1.3.1. Control of Heat Stress

The following guidelines should be followed to prevent heat-related disorders:

- **Engineering Controls**
Heat may be controlled through general ventilation and spot cooling by local exhaust ventilation at the point of high heat production. Shielding may be needed for protection against radiant heat sources. Other control measures include using fans to create airflow.
- **Acclimatization**
Employees need to adapt to new temperatures. This adaptation period is approximately five days. New employees and employees returning from an absence of two weeks or more should take extra precautions on order to become acclimated to the hot temperatures.
- **Personal Protective Equipment**
During work in hot environments, workers should use the lightest weight or “breathable” protective garments that give adequate protection. For work in extremely hot environments, cool towels are available from several manufacturers.
- **Fluid Intake**
Fluids, such as water or electrolyte replacement drinks, i.e., Sqwincher or Gatorade, must be conveniently available to workers so they can drink about 8 oz. of liquids every 20 minutes. The ideal temperature for liquids should be 50 – 60 F. For remote outdoor work locations, this means a cooler of liquids and ice must be provided that the workers can transport with them to the location.
- **Training**
Employees should be trained prior to working in a high-heat area to be aware of the hazards of working in the heat, how to recognize heat-related illnesses, and procedures for first aid and medical attention. They should also be aware of the methods used to avoid heat-related illnesses, including how some things, which happen off the job, can increase the risk of heat illnesses at work.

1.4. Lightning and Thunderstorms:

Below are the requirements that need to be followed when a thunderstorm is approaching to the job site:

1. All work should stop when lightning is detected within ten (10) miles of the worksite.
2. When a thunderstorm threatens, get inside a home or large building (that is the best choice) or inside an all-metal (hard top) vehicle with the windows rolled up.
3. Stay away from windows, sinks, toilets, tubs, showers, electric boxes, outlets, and appliances. Lightning can flow through these systems and “jump” to a person.
4. If you are inside a vehicle during lightning, avoid parking under trees or power lines that may topple over during a storm. Be aware of downed power lines that may be touching your vehicle. You are safe inside your vehicle; however, you may receive a shock if you step outside.
5. If outside, with no time to reach a safe shelter (building or vehicle) follow these rules:
 - Do NOT stand underneath a natural lightning rod: tall, isolated trees, towers, power lines, telephone poles etc.
 - Avoid all unsafe shelters: Metal objects such as power poles, fences, gates, bleachers, small sheds, partial shelters, electrical equipment, mowing and road machinery. Also, Avoid solitary trees, hilltops, water, open fields, and high ground.
 - Stay away from wire fences, clotheslines, metal pipes, rails and other metallic paths which could carry lightning towards you.
 - Get out of and away from open water. Lightning can strike water and travel some distance from its point of contact.
 - Get off and away from construction equipment, motorcycles, bicycles, and metal machinery.
 - Ensure all tools are put down. Holding something can make you the tallest object and a target for lightning.
 - DO NOT stand in puddles, even if you are wearing rubber boots.
 - If with a group, ensure there are greater than ten feet between individuals to avoid lightning from jumping from person to person.
6. If you feel your skin tingle, your hair stands up on end, and/or you hear “crackling noises” a strike may be about to happen. If outdoors, immediately remove metal objects (including baseball cap), and get into the lightning safety crouch.
7. The purpose of the lightning safety crouch is to minimize your contact with the ground and to make yourself a small of a target as possible.
8. Crouch down on the balls of your feet with your feet close together. Keep your hands on your knees and lower your head. Some people may prefer to wrap their hands over their ears or cover the back of their neck. Make yourself the smallest target possible and minimize your contact with the ground. **DO NOT LIE DOWN ON THE GROUND!**

1.5. Reporting Injuries and Incidents

Reporting injuries helps us evaluate safety in the workplace and identify potential hazards so that corrective action can be taken to eliminate the risk of an injury from happening again.

Report all injuries immediately to your supervisor. It is the responsibility of all employees to immediately report to their immediate supervisor any injury, damage, or vehicle incident sustained during their shift.

Do not try to “work through” an unreported, untreated injury, there is a chance that the injury will become much worse later. The following is our 24-Hour Response plan that lists steps to take when an injury occurs.

In case of an injury:

- a. Evaluate the injury and render first aid as needed. If necessary, contact the appropriate first responders.
- b. Report the injury to your immediate supervisor. The supervisor will immediately contact the office to report the injury. If a supervisor is not available, the employee must contact the office.
- c. The supervisor will fill out an injury report and also record the injury on the daily work report.
- d. The supervisor will then report the injury to the location manager or assistant location manager.
- e. The division manager or assistant division manager will contact the central office and send the injury report to the safety manager.
- f. Auto damage and injury incidents will be reported by the supervisor to the insurance company within 48 hours.

1.6. Returning To Work

PK Contracting seeks to provide a safe working environment for its employees to thrive and prosper. If an employee is injured on the job or in any way suffers from a job-related ailment, PK Contracting will do everything it can to accommodate an individual's restrictions immediately. Our goal is zero lost time injuries or illnesses because we are committed to providing our employees with a reliable source of income and safe working conditions.

1.7. Disciplinary Action

Violations of any PK Contracting safety or operating policies may result in disciplinary actions, up to and including termination.

SECTION 2: REQUIRED ATTIRE & PERSONAL PROTECTIVE EQUIPMENT (PPE)

2.0. Safety Clothing and Dress Code

High visibility lime green clothing is required for all PK Contracting road and yard employees. All employees are required to report for work wearing the proper clothing. In order to promote a positive company image, all work clothing must be clean and in good condition, i.e., not faded or covered with paint.

While all employees have the right to dress and adorn themselves as they wish while off duty, PK Contracting has the right to require employees to dress in a manner which reflects well upon the company. Loose fitting jewelry, hooped earrings, dangling chains, nose, lip and other adornments, piercings, mohawks, or spiked haircuts and unnatural hair coloring are unacceptable while on duty. The only facial adornments allowed are stud earrings. Employees who violate these rules will not be allowed to work.

The initial issue of Personal Protective Equipment (PPE) includes a Class 3 safety vest, one pair of safety glasses, safety leggings, and a hard hat. PPE that is damaged or worn through normal use will be replaced at no cost. PPE that is lost, stolen, or damaged through misuse will be replaced and paid for through payroll deduction.

A vest or safety shirt can be exchanged at the beginning of each month for a new one. Any required clothing or safety protection that is not under the monthly replacement policy will be paid for by payroll deduction. Additional safety gear (shirts, hoodies, jackets etc.) is sold at cost and will be payroll deducted. There are no exceptions to this.

2.1. Required Personal Protective Equipment:

- Hi visibility Class 3 safety shirt or vest must be worn. All shirts or vests must have sleeves that are a minimum 4" in length.
- Safety glasses
- Work Boots that are above the ankle with slip-resistant and puncture-resistant soles. (at no time will tennis shoes be accepted)
- Full length pants free of excessive rips and stains
- A 25-foot tape measure and Stanley knife are also required of all road and yard employees

2.2. Hard Hats

- Must be worn if in a coning pocket
- Required when regulating traffic when flagging
- May be required on other jobs depending on specific project requirements

2.3. Working at Night

- Halo Personal lighting or equivalent providing 360-degree visibility is required for night work
- Hi-Viz reflective pants or leggings are required for night work

2.4. Hand Protection

The type of task will determine which type of hand protection is required to protect against injury. To protect against thermal burns heavy leather gloves are required when handling thermoplastic pans or performing other tasks where the risk of burn or injury is present.

2.5. Use of Respirators

The safety department is responsible for the administration of the respiratory protection program, which includes determining the need for respiratory protection, respirator selection, training, and fit testing. Respiratory protection must be worn in the following environments but not limited to:

- When excessive dust is present from grinding operations.
- Painting any truck beds.
- When pumping up, operating, or working on the coning platform of any plural component striper.
- When loading the thermoplastic melter.
- When transferring material from a melter semi to a thermo striper.
- Any work activities where excessive dust or fumes are present.

2.5.1. Dust Masks

This section applies to all employees that voluntarily use a dust mask (filtering face piece respirator) as part of their job tasks. A dust mask, including an "N95 Respirator," may be used voluntarily to avoid breathing nuisance dust. Employees who wish to voluntarily use a dust mask must follow the same procedures outlined in the company safety manual for employees. Employees who are required to wear a dust mask or other types of respirators must comply with additional rules outlined by OSHA.

2.5.2. Half Mask Respirators

Respirators will be selected based on the hazard to which the employee is exposed. The safety department will assure that NIOSH-approved respirators designated for the contaminant being protected against are provided. No employee shall be issued a respirator until they have been properly trained to use it. This includes training for:

- a. Proper fit
- b. Maintenance
- c. Limitations of the respirator

Employees wearing half mask respirators must be physically able to perform the required work and use of the equipment. A licensed healthcare provider must determine what health and physical conditions are pertinent. Voluntary use of respirators is permitted only after employee signs proper paperwork.

Respirators (non-disposable) must be cleaned and disinfected after every use. Follow the manufacture's recommendations for proper cleaning. Respirators must be stored in a clean and sanitary location.

2.6. Hearing Protection & Conservation

Protecting and conserving hearing from the effects of noise exposure is important to reducing the risk of Noise Induced Hearing Loss (NIHL). Continuous noise and interval noise are present on the job and repeated exposure to elevated levels of noise can result in permanent hearing loss and affect your quality of life. To protect workers from hearing loss:

- a. Hearing protection is mandatory when performing tasks where the measured noise exposure level exceeds the OSHA action level of an 8-hour time weighted average (TWA) of 85 decibels.
- b. Ear plugs and/or Ear Protectors are available at every PK Contracting location and on the job site.
- c. Annual training on hearing conservation will be conducted at any company-wide safety meeting or before the start of every construction season. Training will include education on the effects of noise exposure and when and how to use hearing protection.

The below table shows work tasks measured above the 8-hour TWA threshold of 85 decibels where hearing protection is mandatory.

TWA	Tasks Requiring Hearing Protection
≥ 85	Operating an SCB
≥ 85	Operating a Striper
≥ 85	Operating A Detail Poly Striper
≥ 85	Operating A Hand Grinder
≥ 85	High Pressure Blowing

SECTION 3: WORK ZONE SAFETY ON THE JOB

3.0. Statement

Common sense and flexibility with decision making in the field are necessary to establish and maintain a safe environment. Safety is the number one principle in a construction work zone. Every employee has the right and responsibility to stop the job, if at any time, they feel the job is unsafe. Employees are required to report any safety concerns immediately to their supervisor or to the company safety manager.

3.1. Situational Awareness

Always know where you are in relation to traffic and other hazards at all times. Work facing traffic or use a spotter when working close to traffic. Position yourself where you have an escape route. Never assume motorists will do the right thing – expect the unexpected.

3.2. Traffic Control & Pavement Marking Procedures

PK Contracting takes a pro-active approach to work zone safety and pavement marking operations and procedures. Our focus is on continuous improvement in safety methods and pavement marking methods. By collaborating with the inspectors, engineers, and various city, state, or county officials, we will deliver a safe product, productively, and at the highest quality.

PK Contracting conforms to the maintaining traffic provisions in specific project proposals in addition to the following items:

- Michigan Manual of Uniform Traffic Control Devices (MMUTCD); specifically, Part 6 “Traffic Controls for Street and Highway Construction, Maintenance, Utility, and Incident Management Operations.”
- MDOT “Work Zone Safety and Mobility Manual.”
- MDOT pavement marking typicals. Note: there is some variation in pavement marking typicals depending upon the specific region. Be aware of the specific pavement marking typicals of the region we are working in.

3.3. Police Assistance on Traffic Switches

PK Contracting actively promotes for police presence on highway construction jobs. The company advocates that the police be present on all nighttime traffic switches, and all freeway traffic switches whether day or night. Furthermore, if bad traffic conditions are anticipated on any upcoming traffic switch, we want the police there. Arrangements are made through the prime contractor for police assistance. These arrangements need to be made at least two days in advance.

3.3.1 Police Assistance on Longline “District” Freeway Pavement Marking Crews

This policy applies to all “MDOT Region-wide” Freeway Pavement Marking Crews. At the beginning of each shift the crew superintendent will contact the local Michigan State Police Post and request police presence in the areas where the crew will be striping. While police presence is not possible 100% of the time, in every mobile work zone, communicating with law enforcement allows the opportunity for Law Enforcement to patrol the areas where PK will be striping.

3.4. Safety Meetings

3.4.1. “Safety Minute” - Daily Safety Meetings

At the start of each day’s work the crew leader shall get their team together to discuss the importance of safety, assess the risks and challenges at hand specific to the job that they are working on, and the specifics of the day’s work. The intent of the “Safety Minute” is to assess the risks and emphasize policies while clarifying expectations for getting the job done safely.

3.4.2. Toolbox Safety Meetings

Every two weeks, toolbox safety meetings, prepared by the safety manager, are to be held by the supervisor prior to the start of the day at the shop. Employee input is encouraged. The purpose of the tool talk meetings is to reinforce our focus on safety, to educate and inform. The group meetings are a way to share concerns and ideas and strengthen our safety culture. All meetings must be documented with an employee sign-in sheet and the subjects of the meeting are listed.

3.5. Seat Belts

It is PK Contracting company policy that all occupants of any vehicle being used on company business must wear seat belts anytime the vehicle is moving. State law also requires vehicle occupants to buckle up any time the vehicle is in motion.

3.6. Riding on Equipment

The following methods of riding on equipment are prohibited and are in violation of OSHA regulations:

- Riding on any construction equipment unless in an approved seat installed on the piece of equipment.
- Riding on the tailgate of a truck without the approved gates and safety devices installed.
- Riding in the bed of a pickup or trailer.
- Violation of this safety policy will result in disciplinary action up to and including termination.

3.7. Traffic Regulators (Flaggers)

3.7.1. Traffic Regulators Training and Certification

All flaggers must be trained **before** starting work.

- Traffic Regulator's Instruction Manual ([HERE](#))
- Video Safely Regulating Traffic in Michigan ([HERE](#))

Flaggers should be able to satisfactorily demonstrate the following abilities:

- Ability to receive and communicate specific instructions clearly, firmly, and courteously.
- Ability to move and maneuver quickly to avoid danger from errant vehicles.
- Ability to control signaling devices (such as paddles and flags) to provide clear and positive guidance to drivers approaching a TTC zone in frequently changing situations.
- Ability to understand and apply safe traffic control practices, sometimes in stressful or emergency situations.
- Ability to recognize dangerous traffic situations and warn workers in sufficient time to avoid injury.

3.7.2. Flagging Operations

- Flaggers shall be trained/certified in the proper use and methods required by the agency.
- Flaggers shall wear a minimum Class 3 and hard hat while flagging.
- Flagging stations are required to be illuminated for night work with a minimum of ten (10) foot candles. The light source should not glare into traffic from either direction.

3.8. Coning Procedures

The crew supervisor is to make sure that all equipment used by the crew is used according to PK Contracting requirements. All safety policies must be followed and indicated on the work report whether proper coning procedures were followed.

3.8.1. Working in a Cone Pocket

Cone pockets are used for placing retrieving traffic control devices during pavement marking operations. While the person working in the coning seat is responsible for ensuring the coning pocket is ready for use, the driver and coner are to work as a team making sure the coning pocket, including the seat and lid is fully functional.

1. Coning pocket lids are to be properly secured before use.
2. Hard hat is required to be worn when in a coning pocket.
3. The truck deck and coning pocket must be neat, organized, and free of debris before use.
4. Cargo must be secure and there should be no items overhead that could fall on the person working in the coning pocket.
5. Never use a coning pocket that is defective, improperly secured, or not secured. Immediately correct any deficiencies.
6. Riding in cone pockets between job sites is prohibited.

3.8.2. Cone Picking

There are two ways to retrieve a cone that is missed by the cone picker. The person coning can:

1. Tell the driver when it is safe to **back up the truck** to the missed cone and then retrieve the cone.
2. Tell the driver to stop, get out of the coning seat after checking traffic, and walk back to retrieve the cone and return with it to the truck.

3.9. Placing or Removing Blips

When placing or peeling 4-foot blips in live traffic, employees are to work no farther than one hundred feet from the truck protecting them. Whenever possible, offset the 4-foot blips from where the permanent markings are going to be placed. Do not place them at a time when they are going to be rolled in, or on hot asphalt.

3.10. High Pressure Blowing

When using compressed air for high pressure blowing the operator shall wear safety glasses and ear plugs and be careful not to blow into traffic. Handheld blower wands shall be equipped with a chip guard to protect against debris blowing back into the operator's face. Blower wands are to be disconnected from the air hose and stored when not in use.

3.11. Emergency Situations

In case of incidents, each supervisor has a cellular phone and insurance Information card to expedite emergency room treatment or to call 911 if needed.

3.12. If You Are In a Traffic Incident

If you are involved in an incident, it is important you follow the correct procedures. **Failure to do so may result in a serious traffic violation or disciplinary actions up to and including termination.**

1. If there are any injuries or any major damage to either vehicle, you must call the police so that a police report will be on record. You are required to render assistance to any injured person. You will also be required to take a drug test after any injury or vehicle incident.
2. Fill out the incident report form in your truck's glove box and submit to the office by the end of the day.
3. Take pictures of damage and include with the accident report
4. If damage is minimal and the police are not going to be contacted, be sure to exchange the following info:
 - a. Name and address of each driver
 - b. Vehicle registration numbers
 - c. Names and addresses of owners of vehicles
 - d. Driver's license numbers
- b. If you damage a parked vehicle, you must attempt to locate the owner. If you cannot locate the owner, you are to notify the police of the incident.

3.13. Insurance Information

In cases where insurance information is needed (for example — vehicle incident or medical situations), use the insurance card issued to all employees. An insurance card should also be

maintained in every company vehicle.

3.14. First Aid Kits

All trucks are to be equipped with first aid kits. If there is contact with a hazardous chemical, first aid should be administered as listed on the SDS. Supervisors must ensure that thermoplastic crews are equipped with burn medication, along with the standard first-aid kits.

3.15. Fire Extinguishers

Fire extinguishers must be in all vehicles (including pickup trucks) and mounted properly with either tags or decals on the fire extinguisher. All fire extinguishers must be inspected quarterly with the tags initialed and dated. It is recommended that on all long like trucks that fire extinguishers be mounted on both sides of the truck in case immediate fire extinguisher access is needed.

3.16. First Aid / CPR Training

To ensure prompt first aid treatment on the job employees will receive First Aid and CPR certification training. First Aid / CPR training will be conducted annually at each location for employees who are not currently certified and to renew existing certifications. It is the responsibility of each location to schedule training classes and keep accurate record of employees needing certification or renewal. Send copies of all training records and certification cards to jessica@pkcontracting.com, and kurt@pkcontracting.com.

3.17. Paint Tank Cleanout

Paint tanks are cleaned during changeover and often require the removal of paint build up from the inside walls of the tank. The cleaning process requires a person to enter the tank and scrape the inside walls of the tank by hand.

Paint tanks are not designed for continuous occupancy. Materials found in paint tanks are flammable, the air in the tanks are toxic, oxygen is lacking, and the tanks are difficult to exit in an emergency.

Before any person enters a paint tank to remove material build up during changeover the following are required:

1. A confined space entry permit must be completed and kept at the tank.
2. Respiratory Protection – A Half Mask Airline Respirator System equipped to provide low-pressure constant flow air is to be worn.
3. Fresh air is to be delivered to the inside of the tank by means of a fan
4. Eye and Skin Protection – Safety Glasses to protect the eyes and protective clothing is to be worn to protect the skin.
5. A support person is to be outside of the tank at all times monitoring, assisting and available in the event of an emergency

3.18. Transferring Thermoplastic Material

Finding a place to load with enough room to safely transfer material between a thermo striper and melter requires planning. To improve safety, we are establishing basic written guidelines for the safe operation of thermo equipment and material transfer. The guidelines are as follows:

1. Burners are to be shut off when a thermo melter or striper is being fueled up or is within fifty feet of any flammable or combustible material.
2. Burners may be on during material transfer.
3. Loading at public fuel stations where fuel pumps and/or underground storage tanks are present is prohibited.
4. Transferring material between a thermo striper and melter at any PK Contracting yard or satellite facility is to be completed in designated thermo material transfer areas. Thermoplastic loading/transfer areas are to be reviewed and include the following measures to prevent fires and to prevent and contain spills.
 - Position the trucks a safe distance from pedestrians, objects, or property that, in the event of a fire, will not catch fire.
 - Locate catch basins that will require protection from a spill or runoff.
 - Identify rivers, streams, or other water sources that may need to be protected.
 - Locate any spill containment kits on site that could be used to contain a spill.
 - Be sure that shovels and brooms are available to use for cleanup or to contain a material spill.
 - There should be enough room for emergency vehicles to access the site in case of fire.
 - Inspect fire extinguishers daily to ensure that they are fully functional.

3.19 Small Equipment Safety Procedures

1. No gasoline or gasoline powered tools are to be transported or kept on the bed of any thermoplastic application trucks. Refueling is absolutely not to be done on the deck of these vehicles or next to an open flame. Be sure gas caps are secured properly and not cross threaded.
2. Make sure tamper cart handles do not stick out from the side of any truck. They can catch on doors and mirrors causing significant damage. Use the proper loading and securing methods for tamper carts and all small equipment.
3. Hand paint machine supplies and tool boxes will be checked out at the beginning of the shift from the yard superintendent and must be returned to the yard superintendent at the end of the shift. The tips and filters for laser liners are very costly and should not be treated as throw away parts.

SECTION 4: HAZARD COMMUNICATION

4.0. General

In compliance with the federal Right to Know Law (RTK) a copy of this program will be kept available in electronic or hardcopy form at each jobsite for employees to review.

4.1. Safety Data Sheets (SDS)

All sections of the SDS provide significant details including manufacturer emergency telephone numbers, chemical makeup, and characteristics, first aid and fire-fighting measures, accidental spill procedures, personal protective equipment (PPE) requirements, storage and handling, disposal considerations, and product transportation information. If you have any questions understanding or locating SDS information / specific sheets, please see your location manager or supervisor.

- The safety Manager is responsible for compiling and maintaining the master SDS chemical inventory.
- All employees are required to have the SDS link saved as a bookmark to their cell phone. **Scan the QR Code to access the PK SDS** ➡
- Supervisor will provide copies of SDS for hazardous materials to any employee upon request.



4.2. Container Labeling

The yard supervisor is responsible for ensuring labels on shipped containers and secondary workplace containers are accurately labeled in accordance with the requirements of 1910.1200(f) of OSHA's Hazard Communication Standard, and that they are updated and replaced as needed.

Any paint that is pumped out of a truck or transferred into a secondary container must be labeled appropriately. Any thermoplastic drained from a truck or melter must be drained into an appropriate tub. Regular dry, waterborne, polyurea, MMA, spray thermoplastic, or regular thermoplastic are never to be mixed. Any type of waste must also be put in appropriately labeled totes or drums and labeled accordingly.

Secondary labels are printed at each location. See the location manager or assistant manager for printed labels.

Following the portable container labeling exemption of OSHA Standard 1910.1200(f)(8), secondary container labels are not required when containers and their contents will be used immediately by the individual performing the transfer, with no possibility of other employees encountering the unlabeled containers while hazardous chemicals are present inside.

1. Secondary container labels are not required when transferred and used by the person or crew using the material on the job.
2. Secondary container labeling is required back at the yard where the material will be offloaded, transferred to inventory or where the secondary container will be encountered by others who would not know the contents.

4.3. Hazmat Spill Procedures

If you are involved in a hazardous material spill, keep the material out of any sewers, catch basins, ponds, or waterways. Try to divert the material into a holding place and dike it so that it can be sucked up later. If the spill is serious enough to require a hazmat team to come to the site, the supervisor must call 911. The police will notify Hazmat authorities.

Call the safety manager immediately to report the problem.

4.4. Hazard Communication Poster

Below is an example of the 3E Hazard Communication poster that needs to be put up in multiple locations in the facility and on any safety or employee bulletin boards

SECTION 5: APPENDIX

SUPERVISOR SAFETY CHECKLIST

	YES	NO	N/A
1. General Requirements			
SDS, RTK Job Postings available			
First Aid/CPR certified employee on job site			
First-Aid kit available			
Drinking water available			
Hand washing station available			
Safety & Health Program Available			
New employee orientation conducted			
Safety Tool Talk conducted			
Housekeeping maintained			
2. Personal Protective Equipment (PPE)			
Eye protection			
Hearing protection available			
Hand protection			
Hard hats			
Foot protection			
Protective clothing			
3. Fire Protection			
Fire extinguisher available on jobsite			
NO SMOKING signs posted at refueling stations; flammable and combustible storage areas.			
Approved safety-type (non-plastic) fuel cans used to transport fuel			
Cylinders (gas/propane/other) secured and stored upright			
4. Equipment and Trucks			
Backup alarms in working order			
Type ABC fire extinguishers available in trucks			
All horns and lights in good working order			
Equipment safety chains in good order and in use			
Vehicle registration and insurance paperwork in all trucks			
Equipment and vehicle properly lubricated and maintained			
Windshield free of cracks; wipers and defoggers operable			
5. Material Handling and Storage			
Material secured to prevent shifting or sliding			
6. Work Zones			
Advanced warning signs installed and maintained properly			
Traffic control devices installed and maintained properly			
Employees wearing proper Class-3 high visibility safety vests/apparel			

Daily Vehicle Inspection Checklist

Driver Name: _____

Date: _____ Time out: _____ Time in: _____

Odometer Reading at end of shift: _____

Truck/Tractor # _____ Trailer # _____

Pre	Post	RR		Pre	Post	RR	
			Spare Bulbs & Fuses				Generator
			First Aid Kit				Radiator(s) clean
			Accident Report Form				Steering Mechanism
			Registration				Turn Indicators
			Interior Cab Light				Electrical Connections
			Dashboard Gauges				Brakes (truck & trailer)
			Dashboard Lights				Tires
			Air Brake Pressure				Wheels & Rims
			Parking Brake				Landing Gear
			Horn				Hitch
			Fuel				Safety Chains
			Beacons				Straps
			Headlights				Cab Clean
			Flashers (Four Ways)				Bed Clean
			Arrow Board				Load Secured
			Mirrors				Trailer Brakes
			Reflectors				Coupling Devices
			Fire Extinguisher				Fifth Wheel
			Emergency Equipment				Air Lines
			Windshield Wipers				
			Coolant				
			Oil				
			Trans Fluid				

Remarks: _____

☐ **Condition of Vehicle is Satisfactory**
☐ **Vehicle Requires Repair**

Pre = Pre-Trip Inspection
 Post = Post-Trip Inspection
 RR = Requires Repair

SECTION 6: SAFETY CONTACT

PK CONTRACTING

Safety Manager:
Kurt P. Shea

Cell Phone:
(269) 207-2055

SECTION 7: ACKNOWLEDGEMENT FORM



ENVIRONMENTAL, HEALTH, AND SAFETY HANDBOOK ACKNOWLEDGEMENT FORM

PK Contracting has declared a clear commitment to safety. PK Contracting recognizes its responsibility in providing a safe working environment, to abide by all applicable safety rules and regulations, and to communicate its safety commitment. It is through sharing and equal safety commitment that PK Contracting and its employees can have an effective safety program..

I have received my copy of PK Contracting Environmental, Health, and Safety handbook. I understand that I must read the handbook so that I know my responsibilities towards safety as an employee of this company.

I understand that this handbook is an explanation of company safety policies. I realize that PK Contracting may interpret, clarify, revise, and/or deviate from the procedures set forth in this Environmental, Health, and Safety Handbook.

I understand that if I have any questions, I am to talk with my supervisor or the company safety manager.

Name (Print)

Name (Signature)

Date