



Shop Safety Manual & Policies

ALL DIVISIONS

2023 Season
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Table of Contents

Section 1: Shop Safety	3
INTRODUCTION	3
SHIFT SUPERVISORS, MECHANICS, FABRICATORS AND SHOP USER RESPOSIBILITIES	3
GENERAL SAFETY RULES	3
PERSONAL PROTECTIVE EQUIPMENT (PPE)	3
Section 2: Work Schedules	4
CONSTRUCTION SEASON SCHEDULING (APRIL 1 - DECEMBER 31)	4
NON CONSTRUCTION SEASON SCHEDULING (JANUARY 1 - MARCH 31)	4
SCHEDULED START TIMES.....	4
SHIFT CHANGE	4
JOB RESPONSIBILITIES.....	4
Section 3: Tools	5
PERSONAL TOOL REQUIREMENTS	5
PERSONAL TOOL REPAIR / REPLACEMENT	5
COMPANY OWNED TOOLS	5
SERVICE TRUCKS	5
Section 4: Reports & Parts Requests	6
MECHANIC DAILY REPORTS	6
UNSCHEDULED REPAIR REPORTS	6
PARTS REQUEST / ORDERING	6
Section 5: General Notes.....	7
VACATION POLICY: Refer to PK Contracting Employment Policies Handbook	7
LUNCH / SMOKING	7
ROAD PERSONNEL INTERACTION	7
OVERNIGHT BAG.....	7
COMPANY PROVIDED UNIFORMS	7
LOCKER ROOM / LUNCH ROOM	7
FELLOW EMPLOYEE INTERACTIONS.....	7

Section 1: Shop Safety

INTRODUCTION

The goal of PK Contracting, Inc. is to provide a safe working environment throughout the entire organization. Tools and equipment used throughout PK divisions and job sites has the potential to cause serious injury if used improperly. The purpose of the guidelines outlined in this handbook is to help maintain safe and compliant facilities throughout the organization.

SHIFT SUPERVISORS, MECHANICS, FABRICATORS AND SHOP USER RESPONSIBILITIES

Shift Supervisors are expected to take the lead enforcing company policy with respect to the members of their crew. Every mechanic, fabricator and shop user is expected to comply with all company policies and programs.

GENERAL SAFETY RULES

The company Safety Officer will assist with program guidelines, recommendations and enforcement as well as perform audits to ensure safety and compliance.

- Only qualified personnel will be allowed to use tools or equipment.
- Shops are to be kept clean and organized.
- Tools are not to be used if defective or guards are missing.
- Wear proper attire. Loose fitting gloves, jewelry, dangling earrings or anything else that might become caught in a piece of equipment is not permitted.
- If you are unfamiliar with the operation of a piece of equipment, ask for help.
- Report and investigate all injuries and incidents that occur in their shop

PERSONAL PROTECTIVE EQUIPMENT (PPE)

Personal protective equipment should be worn to protect from injury.

PK shop and yard employees are required to wear the following at all times

- Safety Glasses
- Work Boots or ASTM certified footwear with slip-resistant and puncture resistant soles that are at least ankle height (at no time will tennis shoes be accepted)
- A Class 3 Safety apparel or Class 3 Safety Vest is required when in the field/work zone
- Full length pants free of excessive rips and stains

Section 2: Work Schedules

CONSTRUCTION SEASON SCHEDULING (APRIL 1 - DECEMBER 31)

Scheduling for the construction season will be split onto two shifts (AM and PM). Depending on the work load, starting times and ending times may fluctuate from week to week. Full time mechanics position are scheduled to work 6 days a week during construction season.

NON CONSTRUCTION SEASON SCHEDULING (JANUARY 1 - MARCH 31)

Scheduling for the off season will be split onto two shifts (AM and PM, approximately 45 hours a week). During this time the shop staff will perform winter maintenance, inspections and equipment builds. Each mechanic will be assigned a list of equipment to work on for the off season. Additional hours may be available depending on specific projects and off season road work.

SCHEDULED START TIMES

The shop staff time clock is located in the break room, upstairs in the maintenance building. Start time is the time you are expected to be working. Punctuality is very important. During the construction season crews could be working 24 hours a day, 7 days a week. Arriving on time ensures that equipment needs will be addressed before crews leave for their shifts.

SHIFT CHANGE

It is expected that the maintenance department works as a team. Each shift should get together at shift change to discuss any pass-on work or important information that would benefit the incoming crew. Communication at shift change will eliminate the need for duplicate work or follow-up phone calls.

JOB RESPONSIBILITIES

- Troy Job assignments will be administered by Chris Reo, Ed Divirgilio, Melissa Kyles and Kevin.
- Lake City job assignments will be administered by Doug Smith and Mat Warren.
- Kalamazoo job assignments will be administered by Kyle Vandusen and Charles Six
- St. Johns job assignments will be administered by Dave Lehner and Kyle Wilhelm
- Oxford job assignments will be administered by Adam Thorman and Rick Blade
- Shift supervisors will allocate work to floor mechanics.

Each mechanic should address work in the following order:

1. Office Request (scheduling)
2. Write ups
3. Scheduled PMs
4. Filler Work (tires, shop cleaning, special projects)

If all items are complete, walk the yard and check non-scheduled equipment for deficiencies — i.e. flat tires, oil leaks, lighting issues including arrow boards. The expectation is that we have enough work to keep busy for the entire shift. Refusal to follow work protocol will result in early dismissal or termination.

Section 3: Tools

PERSONAL TOOL REQUIREMENTS

Each full time mechanic is required to supply and furnish his own tools along with a lockable box to perform repairs. PK is a full service heavy diesel repair shop and employed mechanics are expected to own appropriate tools to perform repairs. Mechanics' personal tools are to be locked up when off duty. PK is not responsible for lost or stolen tools due to unlocked or unsecured boxes. At no time should anyone go into another mechanics box without permission. Unauthorized use of personal tools will result in termination.

PERSONAL TOOL REPAIR / REPLACEMENT

If a mechanic has a personal tool break during a repair, PK will fix or replace tool at company's expense. PK does not have a tool allowance or support tools from any mobile tool supplier — i.e. Snap On. If tools are purchased from mobile suppliers, it will be that person's responsibility to arrange for repair /replacement on personal time. PK does not allow any MOBILE TOOL SUPPLIERS ON SITE.

COMPANY OWNED TOOLS

PK provides specialized tools for repairs. These tools are available for all floor mechanics and are kept in common lockers in the shop. It is expected that company owned tools are returned to lockers after each use. At no time should company owned tools be locked in personal boxes. Company owned tools are to stay in the shop or on service trucks. Anybody taking company tools for personal use without permission from management will be terminated.

SERVICE TRUCKS

The service trucks are stocked with company owned tools and parts for field repairs. The only people driving the service trucks should be the mechanics. There should be no excuse for missing tools or parts. When you return from a field call remove all extra non stocked parts and waste from the bed of the truck and clean cab from debris. Restock spare parts that were used in the field repairs. If you are returning from a road call at the end of the shift, let the on duty floor supervisor know the status of the truck so it can be attended to. Keep service truck tool boxes locked at all times. Treat the service trucks and tools as if they were your own.

Section 4: Reports & Parts Requests

MECHANIC DAILY REPORTS

Each mechanic is required to fill out a daily report logging the jobs performed that day. The reports are to be filled out legibly and in their entirety with as much detail as possible. Included in this report is the Job / Truck number, comments (description of work performed) start time / end time and if a work order was completed. These reports assist in the generation of work orders as well as providing work history. Copies of these reports are kept on the computer and originals are available for quick reference. These reports **MUST** be turned in at the end of every shift.

UNSCHEDULED REPAIR REPORTS

These reports are to be filled out for every repair done for a piece of equipment. Again, these reports need to be filled out legibly and in their entirety. All fields need to be filled out. When parts are used from inventory, write down the part number and description of the part. If parts were ordered specifically for that repair, also include the shipper or PO with the report. If a repair takes several days to complete, indicate that on your daily report and turn in the completed work order upon completion of the job. These reports **MUST** be turned in at the end of every shift.

PARTS REQUEST / ORDERING

When ordering parts a parts request form **MUST** be filled out to process parts ordering. No parts will be ordered on a verbal basis. On your request, fill out the form legibly and in its entirety. Note the urgency of the request (equipment out of service) or general repair. Indicate the part number if known and give a good description of the part and where it is used on the equipment. If you are ordering parts during the AM shift, hand in parts request to Melissa or Jesse for Troy. Doug Smith will handle parts requests and ordering for Lake City, Kyle VanDusen or Charles Six for Kalamazoo, and John Bailey for St. Johns.

Section 5: General Notes

VACATION POLICY: **Refer to PK Contracting Employment Policies Handbook**

LUNCH / SMOKING

Lunch time is a half hour per shift and is automatically deducted from your shift. You can take your lunch at your leisure. It is expected that in a 10 hour shift, time will be available for a break to eat lunch. If you are on the road or have other circumstances that don't allow for lunch, notify your supervisor and they will contact payroll to make a payroll adjustment.

Smoking is only allowed in designated areas. Three cigarette breaks a day are allowed. If smoke breaks become too frequent, privileges will rescinded.

ROAD PERSONNEL INTERACTION

As mechanics we are to provide support to all road personnel. When interacting with road personnel, in person or by phone, take note of the request for repair. If you have a problem with the request or have a misuse situation, inform the shift supervisor who will contact Chris Reo and Kevin for Troy, Kyle VanDusen or Charles Six for Kalamazoo, Doug Smith for Lake City and Dave Lehner for St. Johns. Do not confront or challenge road personnel on repair request. Management will address any miss use of equipment with that person.

OVERNIGHT BAG

All mechanics are to keep an overnight bag with clothing and other necessary items in their car or locker at all times. This is so you will be able to respond to unexpected, spur of the moment out of town road calls any time.

COMPANY PROVIDED UNIFORMS

Full time mechanics and yard superintendents will be provided uniforms thirty days after hire date. PK will purchase uniforms and pay for cleaning. Exact sizes must be furnished before orders are submitted.

LOCKER ROOM / LUNCH ROOM

Each mechanic will be assigned a locker for personal belongings. Locks are to be supplied by employee and should be used to secure belongings. PK is not responsible for lost or stolen items left unlocked. No PK owned tools or parts are to be kept in personal lockers. A shower is available for use in case of extreme conditions for cleanup. Any shower taken at the beginning or end of a shift is to be done off the clock on personal time. There is a designated lunch area with company provided coffee and refrigerator. Keep these areas clean. We do not have a maid to pick up after you.

FELLOW EMPLOYEE INTERACTIONS

The maintenance shop is a very busy place and can be stressful at times. If all members of the maintenance staff work as a team, communicate and follow protocol, it will provide for a pleasant shop environment. Keeping things light and fun helps break up the long construction season. Keep in mind not all people have the same sense of humor.

PK Contracting, Inc.
248-362-2130

Safety Officer: Kurt Shea
269-207-2055