



## **ESTABLISHED TRAFFIC CONTROL SAFETY PROGRAM**

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### **SAFETY POLICY STATEMENT**

Providing safe working conditions and maintaining continuity of employment is of continual concern here at Established Traffic Control. In this regard, it is important that adequate policies and procedures be developed and adhered to in order to ensure safe, efficient operating conditions, thereby safeguarding our employees and facilities.

Established Traffic Control will not knowingly permit unsafe conditions to exist, nor will it permit employees to indulge in unsafe acts. Violations of Company rules and regulations will result in disciplinary action.

Established Traffic Control believes that a meaningful program can best ensure the safety of employees and physical property.

### **EMPLOYEE RESPONSIBILITIES**

Since the employee on the job is frequently more aware of unsafe conditions than anyone else, employees are encouraged to make recommendations, suggestions, and criticisms of unsafe conditions to their immediate supervisor so that they may be corrected. Employees are responsible for immediately notifying your supervisor if you are injured at work and if any tool or piece of equipment is defective.

All Employees are expected to:

- Work safely
- Report to work regularly and on time
- Perform a full and fair's day's work every day
- Respect the rights, space, and equipment of other workers and of Established Traffic Control, Inc.
- Take pride in the work you do at Established Traffic Control
- Attend monthly safety meeting

Supervisors are responsible for the working conditions within their assigned work area. A supervisor should remain alert at all times to dangerous and unsafe conditions, so that he/she may recommend corrective action, discipline employees

who habitually create or indulge in unsafe practices, assess new or changed situations for inherent dangers, and follow up on employee suggestions for corrective action so that unsafe conditions are not instituted or permitted to exist.

## **CODE OF SAFE PRACTICES**

### **Injuries/First Aid**

All employees are required to immediately report all occupational illnesses or injuries to your supervisor, no matter how minor, and complete an occupational illness or injury form.

### **Drugs/Alcohol**

Company policy prohibits substance abuse. The use, possession, distribution or sale of alcohol, illegal drugs or other controlled substances anywhere on Established Traffic Controls' premises or in company vehicles is prohibited. Violators will be terminated. No company employee shall report to work while under the influence of alcohol, drugs, or other controlled substances. Employees using prescription medication or over the counter medication which contains a warning about possible drowsiness or impairment must report its use to their supervisor.

### **Smoking**

Smoking will only be permitted in designated areas. Smoking is never allowed in company vehicles, the office, shop area, near battery storage, around fuel tanks, or near compressed gas cylinders.

### **Injury Prevention**

Work shall be well planned and supervised to prevent injuries. Horseplay, scuffling and other acts which tend to have an adverse influence on the safety or well being of employees shall be prohibited. When lifting heavy objects, ask for help or use lift equipment when possible. Work areas shall be kept clean and orderly manner. Dispose of all waste materials properly. Employees shall wash their hands after handling hazardous chemicals, and follow all special instructions from the manufacturer.

### **General Safety**

All employees shall follow all safety rules. All warning signs are to be read and obeyed. No one shall knowingly be permitted or required to work while his/her ability or alertness is so impaired by fatigue, illness or other causes that it might unnecessarily expose him/her to injury. Warn any employee seen working in an unsafe manner to work carefully to avoid injury. Supervisors shall insist on employees observing and obeying every rule, regulation and other as is necessary to the safe operation of the work process and shall take such actions necessary to obtain compliance. Any questions relating to the safety program and to the safe and proper use of any materials or equipment at established traffic Control may be addressed at any time to your supervisor or manager.

### **Personal Protective Equipment**

Hard Hats and safety vests shall be worn at all times. Approved safety eye protection will be worn when exposed to eye hazards such as when grinding, sawing, chipping, welding, and burning. Employees shall wear sturdy, suitable work shoes in good repair. Steel-toe shoes are recommended. Sneakers and lightweight shoes are not acceptable. Wear proper hearing protection, earplugs or earmuffs when exposed to excessive noise levels. Wear proper protective mask or a respirator when exposed to dust, spray painting, burning, or other hazardous atmospheres. Shirts covering the shoulders and

trousers covering the legs and ankles shall be worn at all times. Use gloves or other suitable hand protection when handling rough materials, chemicals and hot or cold objects.

### **Company Tools, Vehicles, and equipment**

Seatbelts shall be used at all times. Weapons are never allowed on premises or in company vehicles. A first aid kit and an accident kit shall be kept in company vehicles at all times. A fire extinguisher is mandatory on any vehicle or equipment with seats. A back up alarm is mandatory on any vehicle or equipment with seats and obstructed rear view. All tools and equipment shall be maintained in good condition. Mark any damaged tools as defective. Never substitute tools. Never start or operate any equipment without authority or full and proper operating instructions. When loading, unloading and transporting equipment, employees shall use ratchet binders at all times. Vehicles or equipment will be driven with caution.

### **Machinery**

Wear appropriate clothing and protective equipment at all times. Only authorized persons shall operate machinery or equipment. Where appropriate lockout procedures shall be used. Don not service, repair, oil, or adjust equipment while operating.

Employees are not allowed to wear jewelry when operating machinery or equipment. Employees shall be instructed to ensure that all guards and other protective devices are in proper position and adjusted correctly. Employees shall report deficiencies promptly to their supervisor. Machines should never be operated unless all guards are in place.

### **Grinders (Pedestal, Bench, and Portable)**

All bench and pedestal grinders shall be equipped with a protection hood, an adjustable guard and adjustable work rest. The space between the wheel and the work rest shall not exceed 1/8 inch. Do not remove guards installed by the manufacturer. Grinding wheels shall be kept dry and stored away from extreme temperatures. Inspect all wheel guards, work rests, and protection hoods prior to work. Run newly mounted wheel at full operating speed for at least one minute before applying work. Employee should stand to one side of the wheel.

### **Electrical**

Employees shall not handle or tamper with any electrical equipment or machinery unless they have received instructions from their supervisor. Employees are never to touch electrical switches or circuits, unless they have been properly trained. Electrical cords shall not be exposed to damage from vehicles driving over them. Any frayed or damaged electrical cords must be repaired or replaced immediately. The employee shall be made aware of the location of fire exits and electrical control boxes in his/her work area. Employees must always exercise caution when operating equipment that will elevate around power lines. Minimum safe distances should be observed to avoid energizing the equipment and electrocution. In the yard, all overhead power lines should be identified and marked.

### **Portable ladders and Steps**

Inspect ladders prior to each use. Remove defective ladders immediately. Only one employee should be on a ladder at all times. Never use the platform of a ladder. Keep ladder rungs and steps clean. Check bottom of shoes for debris prior to ladder use. Face the ladder and use both hands when ascending and descending. Transport small

tools in belt or pouch. Hoist large tools with hand line or rope and bucket. Never use metal ladders for electrical work or welding. Never use a ladder in high wind.

### **Safety Committee Meetings**

Established Traffic Control operates in accordance with OSHA guidelines and as such encourages the employee's involvement in company-wide safety committee meetings to be held quarterly. The committee will specify procedures and actions to be taken in the event of fires, security and other emergencies. Decisions and recommendations will be communicated via the monthly safety meetings. The safety committee will conduct an inspection of the workplace on a quarterly basis.