



# SAFETY POLICIES

This Company is committed to protecting the health and safety of its employees and all people who come in contact with its workplace(s) and use its products and services.

- Employees shall not unlawfully manufacture, distribute, dispense, possess, or use a controlled substance at work, or while in a position representing Harney Rock and Paving PNG LTD . We reserve the right to inspect and/or search company property, as well as any employee's personal property on company premises, such as purses, lunch boxes, etc. for alcohol, controlled substances, illegal drugs or related paraphernalia. Violation will result in disciplinary action, up to and including termination.
- The Company DOES NOT accommodate employee medical marijuana use.
- It is also a violation for an employee to illegally use prescription drugs or to report to work under the influence of illegal controlled substances and/or alcohol. If an employee is on a prescription drug that may affect the performance of his/her work, the supervisor shall be notified before starting to work and the supervisor with Human resources personnel will determine if the employee is the indicated for the job.
- Drug testing for Company employees include DOT and non-DOT pre-employment testing, reasonable suspicion testing, and random alcohol and drug testing. Post-accident alcohol and drug testing is mandatory.
- As a condition of continued employment, employees must abide by this Drug-Free Workplace policy and must report to the Office, within five days, any criminal conviction for drug related activities.
- Company is committed to providing a safe and healthy work place and prohibits smoking in or within 10 feet of any entrance, exit, window or air intake vent of Company facilities and vehicles.
- It is the policy of the Company to strive for the safest possible performance on each of our job sites.

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- The safety and loss-control guidelines represent a wealth of practical experience tested in the safety-conscious environment of many successful projects. Implementing these procedures will protect the well-being of employee and Company resources from any harm or financial loss caused by accidents. Therefore, as a condition of working for Company, each employee is required to understand and abide by these procedures.
- Company requires employees to conduct job tasks safely to protect themselves and others at work.
- Any equipment, component, or situation that does not appear safe must be reported to a supervisor immediately. An employee should be especially observant of the equipment that he/she is operating, however, if he/she sees an unsafe condition elsewhere, this also must be reported immediately.
- Every accident, near-miss or injury needs to be reported to a supervisor immediately.
- Employee must operate all equipment in a safe manner and use common sense at all times. The use of seat belts is required when operating motor vehicles or mobile equipment.
- All users of grinders, portable or stationary, must wear approved eye protection.
- When lifting heavy objects, lift with leg muscles and not the smaller muscles of your back. Get help for lifting or moving heavy objects.
- Never jump off any vehicle or equipment. Always use the 3 point system when on or off equipment.
- This means you keep at least three limbs in contact with the equipment or ground at all times.
- Do your part to keep work areas, ramps, platforms, access roads or paths clear of debris which can create tripping and fire hazards.

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- Because each construction project is unique, some of these procedures may be refined or expanded to meet the site-specific safety and loss-control needs of a particular project. On-site Supervisors may refine or expand these procedures as needed, with prior approval.
- Safety is as critical to this Company operations as planning, scheduling, or billing. It is an integral part of our routine operations. Further, this Company believes that accidents are preventable, and that it is up to each of us to ensure that we practice safety as a routine part of our daily work.
- This Company is committed to maintaining safe and healthful workplaces, and to protecting the public against any potential hazards caused by our operations. Specific safety policies and procedures may be obtained by contacting the Safety Manager.
- All accidents and injuries that occur on the job shall be reported immediately to the supervisor, even if an employee is not sure whether or not he/she is injured (example: slight soreness in the back from lifting an object). The supervisor or manager of the department will file a preliminary accident report. If Supervisor is not available, report to the Main Office.
- In the case of a serious injury requiring medical attention, employees should seek the nearest medical facility. Upon return to work, a physician's statement of medical condition and release to return to work must be submitted to the Human Resources Department.
- The Company recognizes the importance of a safe workplace for employees. A work environment that is safe and comfortable enhances employee satisfaction with work, as well as employee productivity.

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- Situations may occur, despite our best efforts to prevent them, which present a risk of harm to employees and others. All employees have an obligation to report any incidents that pose a risk of harm to employees or others associated with the organization or that threaten the safety, security, or financial interests of the organization. Employees should make such reports directly to their supervisor.
- All information related to the reports, including the name of the reporting employees, will be kept as confidential as possible under the circumstances. We will generally notify the reporting employee of action taken in response to the report.
- We may, out of business necessity, conduct an investigation of a current employee when the employee's behavior raises concerns about work performance, reliability, honesty, or potential threat to the safety of co-workers or others. An employee investigation may include investigation of criminal records and a search of the organization's property such as desks, work areas, lockers, file cabinets, voice mail systems, and computer systems.
- If an employee is found to have violated any part of this policy, disciplinary action up to and including termination may occur.
- Operation of a Company vehicle is both a privilege and a responsibility, not a right. Drivers are responsible for operating Company vehicle according to state and federal laws.
- Any employee operating a Company vehicle must be 21 years of age and is required to have a current state driver's license.
- Employee driving records may be checked every 12 months to make sure the employee has an acceptable record to operate a Company vehicle.

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- Drivers may be relieved of his/hers Company vehicle driving privileges for any of the following reasons:
  - Failure to stop/report an accident
  - Reckless driving
  - Driving while impaired
  - Making a false accident report
  - Homicide, manslaughter or assault arising from the use of a vehicle
  - Driving while license is suspended or revoked
  - Careless driving
  - Attempting to elude a police officer
  - Leaving the scene of an accident
  
- Employee using cell phones while driving are required to use a “hands free” device or safely pull to the side of the road and stop to conduct a phone call.
- Driver and all passengers must wear available personal restraints. Company owned vehicles are to be used for Company business only. Company vehicles may be driven home and used as transportation to and from work only if approved by management. Should employee be laid off, vehicle and keys must be turned into Office for duration of lay-off.
- Employees who drive or take home a vehicle are responsible for all fines and parking expenses. The driver must make sure that the truck and tool boxes remain locked and equipment in the bed is
- reasonable stored or secured as to prevent theft.