



Safety Manual/Company Policy

2018

**Lindler's Construction of SC, LLC.
Safety Manual
Table of Contents**

Safety Mission	Page 3
Disciplinary Action	Page 3
General Housekeeping	Page 3-4
Personal Protective Equipment	Page 4-5
Heavy Equipment Safety	Page 5
Motor Vehicle Safety	Page 5-6
Concrete Construction	Page 6
Hand and Power Tool Safety	Page 6-7
First Aid Procedures	Page 7-8
Hazardous Communication	Page 8-9
Harassment Policy	Page 9
Complaint Procedures	Page 9-10
EEO Policy	Page 10
Drug Testing Policy	Page 10
Profanity Acknowledgement	Page 10

Lindler's Construction of SC, LLC. Safety Mission

Lindler's Construction of SC, LLC. is dedicated to providing a safe working environment for all employees. We consider safety to be an important part of our company.

The safety and well-being of our employees is our first consideration. There is no project so important that we cannot take time to work safely. Every reasonable effort will be made to achieve our goal of accident prevention.

This company's safety policy shall be conducted company-wide by all employees and applies to all operations and projects that this company undertakes.

Heather H Lindler
Grady Oneal Lindler III

Disciplinary Action For Failure to Comply With The Safety Policy

The standards outlined in this manual are for the protection of our employees. Each individual has a responsibility to maintain and abide by the policy. Any employee who chooses to engage in improper conduct will be subject to disciplinary action. The company reserves the right to discharge anyone disregarding rules or guilty of repeated violations.

Major violations may result in immediate discharge.

First Offence: *VERBAL WARNING*

Second Offence: *WRITTEN WARNING*

Third Offence: *THREE DAY SUSPENSION WITHOUT PAY*

Forth Offence: *DISCHARGE*

General Housekeeping

Purpose:

Lindler's Construction of SC, LLC. is dedicated to providing a clean and organized work place. The following procedures are to be followed at all Lindler's Construction of SC, LLC. sites.

Storage Areas:

1. Secure material by piling or arranging items in an organized manner.

Trenching & Excavation:

1. All dirt and material not being used as back fill in the course of a trenching or excavating job shall be removed from the work area.
2. Pathways to ladders used in trenches must remain free of obstructions so that the area may be easily accessed.
3. Shoring & shielding equipment shall be stored in a designated area while not in use.
4. All tools & equipment shall be removed from trenches & excavations at the end of the day.

Tools & Movable Equipment:

1. All tools and equipment shall be stored properly in a secure location while not in use.
2. Any tools that are borrowed need to be returned within the specified time period.

PERSONAL PROTECTIVE EQUIPMENT

Purpose:

A general written personal protective equipment (PPE) program is highly recommended for construction companies whose employees are put in situations where they must frequently wear PPE. Construction is a particularly hazardous and physically rough industry, with many potential hazards to the body.

Lindler's Construction of SC, LLC.'s purpose of this Personal Protective Equipment (PPE) Program is to document the procedures in place and PPE in use at this company's work sites.

Lindler's Construction of SC, LLC. will always or frequently use the following PPE items:

- Foot protection (steel-toed boots, cleats, etc.)
- Head protection (hard hats, etc.)
- Eye protection (goggles, safety glasses, etc.)
- Hand protection (gloves, mitts, etc.)

Cleaning and Maintenance:

It is very important that all PPE be kept clean and properly maintained by the employees to whom it is assigned. Cleaning is particularly important for eye and face protection where dirty or fogged lenses could impair vision. It is the responsibility of the employee to make sure PPE is inspected, cleaned, and maintained at regular intervals as part of their normal job duties so that the PPE provides the best protection.

If the piece of PPE is in need of repair or replacement it is the responsibility of the employee to bring it to the immediate attention of his or her supervisor. It is against work rules to use a piece of PPE equipment that is in disrepair or not able to perform its intended function.

Foot Protection-Safety Shoes:

It is the policy of the company that as a condition of employment, all regular full-time, part-time and temporary employees working at our company's work sites are required to wear steel-toed safety shoes to help prevent foot injuries, ankle injuries, slips, and falls. Such footwear is to be provided by the employee and must meet ANSI standards for protective footwear.

- Failure to comply will result in disciplinary action up to and including discharge.
- The new employee is responsible for reporting to his/her first day of work wearing approved safety shoes.

Head Protection-Hard Hats:

It is Lindler's Construction of SC, LLC.'s policy that as a condition of employment, all regular full-time, part-time, and temporary employees working at our company's work sites are required to wear hard hats to help prevent head injuries. The company will provide such headgear.

Eye and Face Protection:

All employees are required to use eye and face protection provided by the company, including safety glasses, welding shields, etc. for activities that require such protection. Many activities include this requirement; specific details are given in the PPE training provided to employees.

Heavy Equipment Safety

Purpose:

This policy represents the practices that our equipment operators will follow while operating company machinery.

1. Only trained and qualified operators are allowed to run equipment.
2. Always use three point contact when getting on and off equipment to prevent falls. **NEVER JUMP!**
3. All equipment operators shall wear seat belts at all times to protect employees in case the equipment rolls over.
4. It is the equipment operator's responsibility to report all mechanical problems to their supervisor immediately.
5. Equipment is not to be use while personnel are oiling or adjusting the machinery.
6. Always lower the blade, buckets or forks when machinery is idle or parked. Also, travel with buckets, forks, etc. as low as possible.
7. Equipment operators much physically look behind them when they are reversing the machine. Do not rely on the back up alarm. If the view is obstructed to the rear, an observer must signal that it is safe to back up!
8. Personnel shall not be permitted to approach the cab of the equipment until they have made eye contact with the operator.
9. The operator should also make eye contact with all nearby personnel before moving.

Motor Vehicle Safety

Propose:

Provide Lindler's Construction of SC, LLC. employees with an outline of the company policy as well as the regulations prescribed by D.O.T. Motor Carrier Safety Regulations.

Trucking:

1. Seat belts must be worn at all times.
2. Check vehicle daily before each trip and check the vehicle visually each time before driving
3. Check vehicle daily before leaving for the day.
4. Trucks that are unsafe will not be allowed to operate until repairs are made.
5. Windows and mirrors should be kept clean and free from obstructions.
6. Drivers must obey all traffic signs (ie. speed limit, stop)
7. Drivers should run headlights at all times in order to increase the trucks visibility to others on the road.
8. Make sure that special caution is used when reversing the vehicle. Use a signal person when applicable.
9. Loose material should be covered to prevent objects from flying out when vehicle is in motion.
10. All accidents must be reported to the trucking supervisor as well as safety director immediately.

Company Vehicles:

1. Seat belts will be worn at all times.
2. Obey all speed limit and traffic signs.
3. Motors will be shut off when refueling.
4. Personnel will not be permitted to ride in the bed of the truck.
5. Only licensed and authorized drivers will be allowed to operate Lindler's vehicles.
6. Cab areas must remain free and clear of all cans, bottles and other debris that could become lodged under control pedals.
7. The driver is responsible for the safety of all passengers and cargo.
8. All mechanical problems must be reported immediately.
All employees operating a company vehicle must comply with Lindler's rules and regulations at all times. If vehicle is taken home after hours, the same rules and regulations apply to all vehicles whether running or on company grounds.

Concrete Construction

Propose:

Workers handling cement should wear eye protection and snug fitting clothes. To prevent skin irritation from cement dust, workers should frequently wash skin. The following are procedures for safely handling concrete.

1. Stripping form material should be cleaned and neatly stacked after removing or bending down nails to prevent injuries.
2. Loading factors, setting temperatures and rate of pour are a few of the aspects that should be considered when selecting the type of form to be used.
3. Forms should not be removed until the concrete is properly set.
4. Be careful when using hammers to construct or remove forms.
5. Watch out for chute.

Hand and Power Tool Safety

Purpose:

This program is to increase awareness of Lindler's Construction of SC, LLC. employees on the hazards associated with the use of hand and power tools. This is not a substitute for the manufacturer's manuals. If you are unsure of how to operate a specific tool, ask your supervisor for assistance.

Lindler's Construction of SC, LLC. is responsible for the safe condition of tools and equipment used by employees however, employees are responsible for properly using, returning and maintaining company tools.

Personal Protective Equipment must be used when operating most tools (ie safety glasses, gloves and hard hats) Refer to the PPE section for further explanation.

1. Most accidents with tools are a result of misuse or improper handling. Only use tools in the manner they were designed to be used.
2. Never carry tools by the cord or hose.
3. Never yank the cord to disconnect it from the electrical receptacle.
4. Keep hoses away from heat.
5. Disconnect tools after use, before servicing and when changing accessories.
6. All observers should be kept at a safe distance from the work area.
7. When necessary, secure work with clamps or a vise to operate the tool properly.
8. Do not wear loose clothes or excessive jewelry when operating tools.

9. Damaged or broken tools should be discarded.
10. Safety Guards should be used.
11. Electric tools should not be used in damp or wet areas.
12. Shut off engine before refilling a fuel-powered tool. This will reduce the possibility of igniting hazardous vapors.
13. Only use fuel that is stored in the appropriately labeled container.
14. Never point a power-actuated tool at someone.
15. Never exceed the manufacturer's load limit when using jacks.

First Aid Procedures

Purpose:

To provide Lindler's Construction of SC, LLC. employees with an outline of procedures to follow in the event of an accident as well as basic first aid knowledge.

Emergency Procedures:

1. Foreman or supervisor should immediately take control of the situation. They are to assess that situation and decide on the best possible care for the injured. It is important that one understands that injured individuals often suffer from shock and are unable to make sound judgments about the appropriate emergency care. Seek the nearest medical facility assistance if deemed necessary. Employee may be required to perform a post accident drug screening.
2. Contact the Safety Director and the construction office so that worker's compensation can be initiated and the appropriate parties contacted.

Treatment:

In cases of serious injury, do not move the injured individual unless there is an immediate threatening condition. Moving someone that is injured could possibly cause further injury.

The following is a brief list of procedures used to effectively treat common injuries. This is in no way a substitute for professional medical attention.

Bleeding:

Applying pressure to the wound with a cloth or dressing best controls situations involving bleeding. A sterile dressing is preferred if available.

Extreme care should be taken when there is a potential of coming in contact with blood or other bodily fluids. Rubber gloves and a pocket mask should be used.

Have injured lie flat. If a limb is injured, slightly elevate it above the heart.

In cases when pressure to the wound alone will not stop bleeding, apply pressure to the artery that supplies the area.

Cardiopulmonary Resuscitation:

Asphyxiation may result when an injured person's oxygen supply is cut off or reduced.

Immediate action must be taken! Rescue breathing or CPR should begin at once.

Shock:

Signs of shock include confusion, weakness, rapid breathing and heart rate or slow breathing and heart rate, cool moist skin, pale or bluish skin tone and enlarged pupils.

Keep victim lying down and elevate their feet 8-12 inches unless there is also a head wound, difficulty breathing, a fracture in the lower extremity or abdominal pain.

Fractures:

Keep the broken ends of the fracture and the adjacent joints immobilized. Use splints if available until they can be transported to a professional care provider.

Give first aid for shock.

Do not attempt to move a protruding bone back into place.

Transportation: It is important to never move a seriously injured individual unless they are in a life threatening environment.

Always allow trained emergency personnel to come to the injured.

If it is necessary to move the injured then pull the victim in the best direction of the long axis of the body. Do not pull sideways. It is best if a blanket can be placed under the body to be pulled on instead of the body.

Hazardous Communication Program

Purpose:

In order to comply with the South Carolina Occupation Safety and Health standard on Hazard Communication, Sub article 6, Section 1910.1200, the following written Hazard Communication Program has been established for Lindler's Construction of SC, LLC.

Container Labeling:

All containers and hazardous chemicals are marked on the outside with proper labels. The labels contain the chemical name, hazardous warning and the name and address of the manufacturer. Any containers that lack appropriate labels need to be referred to the Safety Director so that proper labeling may be obtained.

Material Safety Data Sheets:

These are provided by the manufacturer and contain information about the hazardous content of the substance. These will be kept on file in the office. You should make yourself aware of this information for your protection as well as the protection of others. The MSDS can contain up to nine sections. Below is a short description of each. Each crew will be given an MSDS Binder to keep in the work vehicle at all times.

- **Section I:** Identification of Product- This contains the chemical name, manufacturer's name and emergency phone number.
- **Section II:** Hazardous Ingredients- This gives an outline of substance that have been to be hazardous due to flammability or because of the adverse health effects to the worker.
- **Section III:** Physical Data- This Section contains the technical chemical information.

- **Section IV: Fire & Explosion Hazard Data-** This will provide you with important information about fire hazards. It gives the flash point, which is the lowest temperature that a liquid gives off sufficient vapor to form an ignitable mixture with air and produces a flame when an ignition source is brought near the surface of the liquid. It also includes information about which fire extinguisher needs to be used in the event of a fire. This section outlines any special information on substance incomparability or ability to react with other substances that create a hazardous environment.
- **Section V: Health Hazard Data-** This section will be very helpful. It contains the threshold limit values, which will tell you the amount of time a person can be exposed to a hazardous chemical on a daily basis without presenting side effects. TLV's may be described in terms of short term limit exposure (STEL), time weight (TWA) and/or ceiling exposure limit (C). It also gives the effects of overexposure and the emergency first aid procedures.
- **Section VI: Reactivity Data-** This section addresses reactive substances. Any substance that under certain conditions enters into a violent reaction with spontaneous generation of large quantities of heat, light, gas or toxicant are known as reactive substances.
 1. Explosives- React to friction, heat or shock.
 2. Acids- Don't mix with sensitives.
 3. Oxidizers- Don't mix with reducers.
 4. Water Sensitives- Don't mix with water.
 5. Pyrophors- Substances that generate sparks or heat with friction.
- **Section VII: Spill or Leak Procedures-** This section outlines the appropriate steps to take when cleaning up a spill involving reactive chemicals.
- **Section VIII: Special Protection Information-** This section tells you the required personal protective equipment.
- **Section IX: Special Precautions-** This section describes the proper storage and handling procedures.

Harassment Policy

Lindler's Construction of SC, LLC is committed in all areas to providing a work environment that is free from harassment. Harassment based upon an individual's sex, race, ethnicity, national origin, age, religion or any other legally protected characteristics will not be tolerated. All employees, including supervisors and other management personnel, are expected and required to abide by this policy. No person will be adversely affected in employment with the employer as a result of bringing complaints of unlawful harassment.

Complaint Policy and Procedure

This policy is intended to provide fair and prompt consideration to all staff complaints. Lindler's Construction of SC, LLC encourages all staff to use the complaint procedure without fear of prejudice or retaliation within the limits of the grievance process and with the assurance that his/her confidences will be respected. It is the policy of Lindler's Construction of SC, LLC to provide an effective and timely method for staff to bring forth workplace issues and concerns. These issues and concerns may include working conditions, performance, policies, procedures, or problems with co-workers or supervisors. This complaint policy does not apply to complaints about employment actions based on internal and external department.

Step One: Verbal Notice to Supervisor.

Step Two: Written Notice to Company:

Step Three: Company will review complaints and verify whether they are valid.

Step Four: Actions to correct Employee Complaints.

Lindler's Construction of SC, LLC will do the very best at taking the appropriate actions case by case to resolve the issue at hand. Please file a complaint with: Heather Lindler at 803.276.6557.

EEO Policy

No one is allowed to verbally or physically abuse or intimidate anyone else while on the job site. Anyone doing so faces immediate removal from the site and is subject to disciplinary action up to and including termination. It is Lindler's Construction of South Carolina, LLC's policy to treat everyone professionally and to provide a safe workplace for all of our employees. As part of Lindler's Construction of South Carolina, LLC, we do not discriminate against race, religion, sex, or any other origins. We are an equal opportunity employer and hold all of our staff to these same standards.

"It is the policy of this Company to assure that applicants are employed, and that employees are treated during employment, without regard to their race, religion, sex, color, national origin, age or disability. Such action shall include: employment, upgrading, demotion, or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship, pre-apprenticeship, and/or on-the job training." -Subject FHWA 1273.

Employees are to contact our EEO officer, Heather Lindler with any and all complaints. 803.276.6557. If complaints reported to the above officer are unanswered, please use the resource listed below.
SCDOT External Equal Opportunity Program Coordinator
Office of Business Development & Special Programs
Post Office Box 191
Columbia, SC 29201
Phone: 803-737-1372



- Heather Lindler, Managing Member

Drug Testing Policy

As part of Lindler's Construction of South Carolina, LLC., you will be asked to submit random drug screenings to ensure the safety of yourself, the employees, as well as the public. These screenings are done a few times a year at random draw. DOT requires testing for the following: Amphetamines, Marijuana, Cocaine, PCP and Opiates. You will be asked for a screening 1. When reasonable suspicion exists 2. Following an accident 3. Randomly 4. Pre-employment 5. Prior to promotion. Alcohol Testing will be done as well periodically and can result in termination or suspension.

Profanity Acknowledgement

It is the policy of Lindler's Construction of South Carolina, LLC that all employees refrain from using foul, profane or otherwise offensive language while communicating on the company radio system.

Violation of this policy could result in a formal disciplinary action.