



SAFETY AND HEALTH GUIDELINES

Member of Operating Engineers Local 513
Member of Operating Engineers Local 520
Member of National Association of Women in Construction

WWW.MISSOURICRANE.COM

Dolores M. Twillman - President

PROJECT JOBSITE RULES

Welcome to Missouri Crane, Inc. We are pleased to have you with us and we are looking for a long and harmonious working relationship. These policies are to help new employees become acquainted with the work rules and to serve as a ready reference.

EMPLOYEE SAFETY ORIENTATION:

Each Tradesman that works on a project for Missouri Crane, Inc. shall attend a Safety Orientation before the start of their first day on a jobsite, typically at Missouri Crane, Inc. office location at 7:00am. Included in this orientation will be the viewing of the Missouri Crane, Inc. safety videos and documentation. After the orientation, the employee will sign an agreement. Expect the session to last a minimum of one hour.

WORK:

You will be compensated very well to do your job. In return for this, the following is expected from you as a member of Missouri Crane, Inc.

1. Continuous regard for safety of yourself and the safety of the general public and fellow workers; this includes following safety rules.
2. Utilization of your skills.
3. Conscientious care to improve and maintain good quality.
4. A 100 percent effort every working day.
5. Report immediately any unsafe condition or act to your supervisor.

CONDUCT:

While management has no desire to impose unjust or unreasonable rules on employees, there are certain standards of behavior which common sense requires of all employees. Therefore, conduct, included but not limited to the following, will not be tolerated and may lead to immediate termination:

1. Theft of company or employee's property.
2. Recurring tardiness.
3. Leaving work place without supervisor's authorization.
4. Smoking in restricted areas.
5. Insubordination.
6. Leaving for lunch or quitting prior to appropriate times.
7. Using radios and other personal entertainment devices, such as tape players, televisions, etc. without permission.
8. Failure to observe safety rules.
9. Failure to use or wear safety equipment.
10. Fighting on company / project premises.
11. Possession, use or under the influence of illegally controlled substances (drugs) or intoxicants (liquor) on company or project property.
12. Cameras and videotaping may be restricted.

ABSENTEEISM:

Employees are expected to report to work every scheduled work day. Call Missouri Crane, Inc. phone number (636) 441-4100 if you are not coming into work. In no case will excuses be granted for absences when the job receives no notification from the employee or someone's call for him / her. Regular or excessive tardiness or absenteeism without excuse shall be sufficient grounds for termination.

VISITORS:

Only persons calling on company business can be permitted inside Missouri Crane, Inc. work areas. Exceptions can be made only if the visitor receives prior approval from management.

TELEPHONE:

The receiving of personal telephone calls during regular work hours will be limited to emergency situations only. The same shall be true for outgoing calls. No long distance calls shall be made with approval.

NOTES:

We intend on this information to be interested and give you a broad summary of our work rules and philosophy at Missouri Crane, Inc. There may be additions, deletions and revisions at appropriate times.

SAFETY ATTACHMENT**SAFETY VIOLATION NOTIFICATION:**

If a Missouri Crane, Inc. representative notifies a contractor of any non-compliance of site specific or local, state and / or federal safety regulation, this contractor must make all reasonable efforts to correct the deficient condition in a prudent time period. If the safety violation is classified as an imminent danger type, one which could result in serious injury, death or extensive property damage, all employees must be withdrawn from the activity immediately and the condition corrected within 24 hours. If the contractor fails to comply promptly with this directive, the Missouri Crane, Inc. representative may stop all or any part of the work. No part of time lost due to any such work stoppage shall be made the subject of a claim or extension of time or for excess costs or damage by the contractor.

NOTIFICATION OF ACCIDENTS:

Missouri Crane, Inc.'s Safety Representative (Dolores M. Twillman) shall be notified immediately when an accident has occurred. The first responsibility is to insure that first aid and medical treatment have been started as necessary. An accident report is to be furnished to Missouri Crane, Inc. no later than 24 hours after occurrence.

SAFETY PROGRAM:

All contractors having labor on-site, including all levels of tier subcontractors, shall submit the following to the Missouri Crane, Inc.'s Safety Representative (Dolores M. Twillman) one week prior to starting work :

- Company's General Safety Policy
- Hazard Communication Data including Company Policy, project specific material inventory and applicable MSDS information.
- Lead Program – if applicable.
- Radiation Program – if applicable.
- Confined Space Program – if applicable.

SAFETY COMPETENT PERSONS:

All contractors having labor on-site, including all levels of tier subcontractors, shall submit information concerning competent persons as defined and required by the OSHA regulations and as requested by the Safety Representative. If individuals working for contractors assigned with this responsibility of being their competent person do not demonstrate adequate knowledge of their responsibilities, Missouri Crane, Inc. may request that the contractor replace the assigned competent person or require them to receive additional training immediately to bring their performance up to appropriate standards.

PERSONAL PROTECTIVE EQUIPMENT:

- Hard Hats are required at all times, except in break areas, offices, canteens or restrooms. Unaltered hard hats shall be worn with the bill in front to provide protection against falling trash. Contractors having the need to use a face shield, welding or cutting shields or other such devices must provide and use the type which attach to hard hats so that helmets may be worn 100% of the time.
- Construction work shoes shall be worn at all times during the course of all construction activities. Tennis shoes, track shoes, sandals, loafers, and hush puppies are not considered proper footwear for a construction site.

- Safety glasses with side shields (per OSHA standards) are required at all times on jobsites; the only exception are break areas, offices, and restrooms. Prescription glasses, when worn in lieu of safety glasses, must have impact resistant lenses and side guards. Full-face shields and / or goggles shall be worn for all grinding operations, sawing with abrasive cutting blades, overhead drilling, in cutting with a hacksaw or band saw, and entry process lines.
- Tank tops, low-cut shirts or sleeveless shirts are prohibited on any project. Loose fitting garments, shirt tails, or floppy sleeves must be contained. Necklaces, large earrings and rings are not to be worn while working, except in office areas.
- Long pants are required at all times.
- OSHA acceptable hearing and respiratory equipment shall be worn when required.

FALL PROTECTION:

- Full body harness shall be worn by all employees when working six feet or more above ground or floor when no other type of fall protection is provided. The lanyard shall be securely attached to the employee 100% of the time and shall allow a minimum fall distance of six feet. When fall distances exceed or are equal to 15 feet, deceleration devices will be part of the lanyard system. Copies of the owner's manual or retractable life line system will be supplied to the Missouri Crane, Inc. Safety Representative prior to use. A full body harness shall also be worn and properly attached to an approach tie-off rail when working out of extending and articulating boom platforms or suspended scaffolds.

EQUIPMENT AND MOTOR VEHICLES:

- All traffic regulations, instruction and signs must be rigidly observed.
- Motor vehicles entering the site must be checked at the gate before entering.
- All vehicles must be maintained so that they are in a safe operable condition.
- The facilities maximum speed is 10 M.P.H. in non-congested areas. The contractor personnel should be advised of the speed limit on the site. Reduced speed are required on roadways where personnel and equipment are exposed to vehicle traffic.
- No one is to ride equipment other than the operator. Passengers allowed only if manufactured seat is provided or written permission from the equipment manufacturer. Transporting workers in a truck requires an approved seat or the workers seated on the floor of the truck bed with the gate closed.
- Seat belts shall be worn by all employees operating any motor vehicle or any equipment with rollover protection structure while on the project.

All equipment shall be inspected daily by the operator before use. Formal inspections must be made at 30-day intervals with proper documentation maintained on-site by the contractors, and copies shall be forwarded to the Missouri Crane, Inc. Safety Representative.

CONFINED SPACE:

All contractors shall develop an entry procedure to be used when employees are required to enter confined areas or spaces. Employees involved with such activities must have acceptable training. The procedures and training records shall be submitted to the Missouri Crane, Inc. Safety Representative prior to their occurrence.

SIGNS, SIGNALS & BARRICADES:

- Signs, signals and barricades shall be visible at all times where a hazard exists.
- Signs, signals and barricades shall be removed when the hazard no longer exists.
- Work activities in public right of ways must have a signage and barricade plan submitted to the Missouri Crane, Inc. Safety Representative one week prior to starting work.
- Trucking or heaving equipment accessing on and off the site which creates traffic problems involving either public motorists or pedestrians or creates situations which could become a hazard to the public motorists or pedestrians will be monitored by flagmen furnished by the owner of the trucks or equipment. Flagmen will be required to wear approved traffic safety vest.

LADDERS:

- Ladders, both straight and extension, shall be secured at the top. The bottom must be placed on a firm footing.
- All ladders and step ladders shall have safety shoes.
- Fiberglass ladders are recommended and are the ladder of choice.
- No ladder shall be built on a job unless the specific approval of Missouri Crane, Inc. (Gang ladders are acceptable if they meet OSHA Standards.)
- Ladders used to gain access to an elevated platform or another floor shall extend a minimum of three feet above the floor level.

EMERGENCIES:

Contractors follow these procedures to report emergencies.

- A. Emergency situations, i.e., fire injury, etc. can be reported by dialing 911 on any facility.
- B. Severe weather action plans and evacuation procedures should be reviewed with all construction personnel by the contractor and strictly followed. Tornado shelter and evacuation maps should be posted throughout facilities. In the event of severe weather or evacuation, announcements will be made.
- C. Injuries should receive immediate attention and reported to Missouri Crane, Inc. Injuries to construction personnel will be handled by the contractor.

CRANE & EQUIPMENT

The following guidelines are to be followed as well as all other safety standards pertaining to cranes, hoisting, and rigging.

Prior to Hoisting :

1. Perform walk around on machine to check all safety related items, complete a safety log and sign.
2. Check all fluid levels and hoses for leaks.
3. Never operate within 10' of overhead high voltage lines. Be aware of any buried / underground lines in the area that the crane is to be setup in.
4. ***Crane is not to be operated without proper load charts.***
5. Never exceed manufacturers load ratings. All rigging is to be inspected before job to meet all safety specifications. Before commencement of job a meeting with operator, signal persons and persons responsible for the task must take place.
6. A trial lift is to be done at each new location where crane is setup site is to be secured from unauthorized personnel being in area of crane & area of 360 degree radius.
7. Supporting surface underneath crane is to be able to support the weight of the crane and job load. Outrigger pads are to be fully extended and placed on the appropriate pads.
8. Crane is to be operated at a level position at all times :
 - a. **NO LIFTING WHEN CRANE IS NOT LEVELED**
 - b. **NO SWINGING WHEN CRANE IS NOT LEVELED**
 - c. **NO PULLING / PUSHING A LOAD**
 - d. **NO SUDDEN ACCELERATION / DECELERATION**
 - e. **PROPER SAFETY EQUIPMENT REQUIRED**

FALL PROTECTION

ENFORCEMENT POLICY

Due to the potential severity of all falls, even from 6', the following policy will be strictly enforced on this project.

A. Verbal Warning

1. During project orientation, employees will be given the basic philosophy of this project's fall protection policy by its employer (contractor). Also, review with all current employees.
2. Employees will sign an acknowledgment stating their understanding of the policy and receipt of the "verbal warning". Forward copies to Missouri Crane, Inc.

3. Interpretation of fault: Missouri Crane, Inc. will determine if the infraction was caused by a decision of the employee or his foreman. Discipline will be directed at the appropriate party.

B. First Violation

1. When observed by a supervisor (Area Craft Foreman or above) to not be in compliance, the employee will receive a written warning.
2. Employee will be required to re-attend the project safety orientation prior to any further work activity or assignment.

C. Second Violation

1. The employee will receive a minimum (2) day suspension from the project.
2. Employee will be required to re-attend the project safety orientation prior to any further work activity or assignment.

D. Third Violation

1. Immediate suspension from this project if within one (1) year (12 months) of the recorded first offense.
2. The termination shall be for "safety reasons".

* Imminent danger violations may result in immediate termination.

NOTE: Minimum Guidelines for Enforcement of this Program.

TRENCHING / EXCAVATION

ENFORCEMENT POLICY

Due to the potential severity of all excavation cave-ins due to improper slope or shoring, the following policy will be strictly enforced on this project.

1. During project orientation, employees will be given the basic OSHA guidelines concerning excavation safety.
2. Employees will sign an acknowledgment stating their understanding of the policy and receipt of the "verbal warning". Forward copies to Missouri Crane, Inc.
3. Interpretation of fault: Missouri Crane, Inc. will determine if the infraction was caused by a decision of the employee or his foreman. Discipline will be directed at the appropriate party.

A. First Violation

1. When observed by a supervisor (Area Craft Foreman or above) to not be in compliance, the employee will receive a written warning.
2. Employee will be required to re-attend the project safety orientation prior to any further work activity or assignment.

B. Second Violation

1. The employee will receive a minimum (2) day suspension from the project.
2. Employee will be required to re-attend the project safety orientation prior to any further work activity or assignment.

C. Third Violation

1. Immediate suspension from this project if within one (1) year (12 months) of the recorded first offense.
2. The termination shall be for "safety reasons".

* Imminent danger violations may result in immediate termination.

NOTE: Minimum Guidelines for Enforcement of this Program.

Company Policy Addendum :

Tuesday, July 20, 2004 –

TARDINESS :

Missouri Crane, Inc. Company customers require us to be on-time to their jobsites due to their dependence on our services to complete their projects. It is critical that we are not late to our first jobsite, because the balance of the work day is then jeopardized.

In order to prevent disciplinary action the following must be accomplished :

1. A phone call to an office employee must be made **30 minutes** prior to the start time of the first jobsite.
2. The reason for the tardiness must be approved by management.

In the event that an employee is unable to work due to illness or injury, a phone call must be placed **1 hour** prior to the start of the first jobsite. Failure to contact the office within this time may result in disciplinary action.

ENFORCEMENT POLICY :

A. First Violation

1. 2.0 hours of standard pay deducted from pay.

B. Second Violation

2. 2.0 hours of standard pay deducted from pay.

C. Third Violation

3. 4.0 hours of standard pay deducted from pay.

D. Fourth Violation

4. 4.0 hours of standard pay deducted from pay.

E. Fifth Violation

5. Termination without employment benefits per Missouri State law.

ATTENTION



HARD HATS REQUIRED AT ALL TIMES OUTSIDE OF CRANE.

HARD HATS REQUIRED AT ALL TIMES WHEN OPERATING CRANES WITHOUT CABS.

- OSHA (2009)

FINES / PENALTIES

1ST OFFENSE	-	\$5,000.00
2ND OFFENSE	-	\$10,000.00
3RD OFFENSE	-	(TERMINATION)

TAG LINES

Why are rope tag lines attached to loads being lifted? (See Below)

Have you ever seen one or two people holding a tag line and doing nothing to influence the load? Or worse yet ... pulling and pulling in the wrong direction or against one another?

Trouble is, no one teaches the proper use of tag lines.

1. Tag lines prevent the load from touching, or worse, striking the boom. As the load is lifted higher and higher it is more likely to strike the boom of the crane.
2. A boom can collapse if struck by a load. Yes, it has happened. Maybe in striking the boom the load will just damage the boom, or maybe previous loads have already damaged the boom beforehand.
3. Tag lines keep the load from being damaged. Damage can occur by hitting the boom, a wall or other obstacle while the load is being maneuvered.
4. A load should remain at a certain angle to the boom or other objects.
5. Some instances require tag lines be released by the ground person and picked up by crew members above, keeping the load from boom and obstructions. Tag lines transferred from level to level (i.e. ground to roof, roof to penthouse) should be of the proper length for both levels, employing two ropes for the trade-off. Other times the crew located above needs the load axis positioned so it does not interfere with the riggers or connectors receiving the load from a narrow perch.

Equally as important as WHY tag lines are used, is HOW they are used.

1. Tag lines are essential to proper load movement, and often critical to a safe lift. If you are called upon to work the lines, understand your responsibility. Talk about the responsibilities and plan moves ahead of time.
2. Coil the tag line on the ground or on the tag person's arm so :
 - A : The tag person will not trip over the line.
 - B : The line will not become tangled or knotted.
 - C : The line will not drag across or get caught on debris, walls, fences or other obstacles.
3. You've probably seen someone standing close to the load pulling with all his or her might, not affecting the load much. The rope must be long enough to allow the tag person room to exercise a directional pull instead of a downward pull.
4. One needs clear, planned and unobstructed access in a wide enough arc to pull the load into the desired position.