
RMD MANAGEMENT SAFETY POLICIES

Issue Date: Aug. 1, 2004

Allocation: X All Employees

Effective Date: Aug. 1, 2004

RJ

MVS

Revision Date:

DSP

Office

Safety for Life!

Accidents, by definition, are injuries that require professional medical attention, whereas incidents are injuries that do not require professional medical attention. Therefore accidents and incidents have different reporting procedures. Employees shall know what to do in each case.

Employees are responsible for notifying their supervisor whenever any accident, incident or unsafe condition appears.

Accidents

1. Notify your supervisor immediately.
2. For LIFE THREATENING injuries: Call 911! If trained, render first aid.
3. For NON-LIFE THREATENING injuries: Transport the injured to the nearest designated medical provider.
4. Fill out accident reports and other necessary paperwork with your supervisor.
5. Discuss accident in the toolbox meeting.

Incidents

1. Notify your supervisor immediately.
2. Perform necessary first aid.
3. Fill out paperwork with your supervisor.
4. Report the incident in the toolbox meeting.

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Cranes can be dangerous pieces of equipment. When a crane boom fails, lives can be lost. The major causes of crane boom failure are overloading, improper loading and poor maintenance. Fortunately, most crane boom accidents can be avoided by following safety guidelines and proper operating procedures.

Safe Crane Operation

Be operated by qualified people that are familiar with operating the crane.

Before you begin loading, always check load limits for the length, size and angle of the boom. Calculate the correct weight before loading. Make sure you have sufficient counterweight to prevent tipping the cab and have boom stops in place to prevent from flipping backwards.

Check cables and hooks for wear or damage on a regular base. Faulty cables and hooks are the cause of most crane booms failure. Check brakes, clutch, boom, splices, and braces to make sure they are in good working order. If the boom has been damaged, do not use until properly repaired.

When operating or near a crane, you must wear a hard hat. Stay out from under crane boom, buckets and suspended loads. Try to position cranes where workers aren't in the area. The swing area should be roped off/marked clearly to warn workers. When working on a crowded job site, traffic controller should be posted.

Always be aware of overhead hazards such as power lines. If you must work near power lines, have the current shut off if possible. If current must remain on, be sure you understand all procedures before you begin working and make sure you maintain the proper distance. Also, make sure the signal man can clearly signal the operator if the boom is too close to a power line.

Crane Hand Signals

When using these hand signals be sure that you and the crane operator are familiar with these signals. A wrong signal could cause a serious injury or worst - death.

1. **HOIST.** Raise the forearm vertically and extend the right arm straight out with forefinger pointing up. Then, move hand in small horizontal circle.
2. **LOWER.** Forefinger pointing down and extend right arm downward then move hand in small horizontal circle.
3. **STOP.** Extend right arm down with wrist bent, palm down and open.
4. **SWING.** Right arm away from body, point with finger in direction of swing of boom.
5. **RAISE BOOM.** Fingers closed and thumb pointing upward while extending the right arm straight out.
6. **LOWER BOOM.** Fingers closed and thumb pointing downward while extending the right arm straight out.
7. **BRIDGE TRAVEL.** Extend the right arm forward, hand open and slightly raised and make pushing motion in direction of travel.
8. **TROLLEY TRAVEL.** Thumb pointing in direction of motion with palm up and fingers closed, jerk hand horizontally.
9. **EMERGENCY STOP.** Extend right arm, palm down and move hand rapidly left and right.
10. **MULTIPLE TROLLEYS.** For block marked 1. hold up one finger, and two fingers for block marked 2. Regular signals come next.
11. **RAISE BOOM and LOWER LOAD.** Right arm extended and thumb pointing up. Flex fingers in and out as long as load movement is needed.
12. **LOWER BOOM and RAISE LOAD.** Right arm extended and thumb pointing down. Flex fingers pointing in and out as long as load movement is needed.
13. **DOG EVERYTHING.** Hold hands in front of the body.
14. **MOVE SLOWLY.** One hand gives any motion signal while the other hand motionless in front of hand giving the motion signal.
15. **MAGNET IS DISCONNECTED.** Spread both hands.

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Aggressive Driving

These people are easy to spot. They're habitual tailgaters and they don't hesitate to cut in front of other drivers. Their message is clear: Get out of my way if you know what's good for you. Unconsciously, they may think of driving as a contest to be won at all costs. If you find yourself slipping into this personality when you drive, take a minute to think of the other drivers on the road as real people with needs just as important as yours. By cooperating, we can all get where we're going safely and without unnecessary stress.

Defensively Driving

A preventable collision, according to the National Safety Council, is "a collision in which the driver failed to do everything reasonable to avoid it." The National Safety Council advises drivers to follow three simple rules for preventing collisions.

1. **Recognize the hazard.** Scan your surrounding to make sure you know what is around you. Check your mirrors every five seconds. This will give you time to react and avoid accidents.
2. **Understand defensive driving techniques.** Once you have recognized a possible hazard, use your knowledge of defensive driving principle to choose the best way to avoid the collision.
3. **Act correctly and in time.** After you have chosen the best defense against the hazard, take correct action in time to avoid the collision. This is where your driving skills can pay off.

The National Safety Council defines defensive driving as "driving to save life, time, and money in spite of the conditions around you and the actions of others."

Defensive driving saves lives. Drivers can learn the necessary skills to avoid collisions.

Approximately two-thirds of all collisions are considered to have been preventable. By driving defensively, collision and deaths can be prevented.

Defensive driving saves time. Avoiding collisions saves you time lost due to injury and car damage.

Defensive driving saves money. You'll save money that could be lost due to injury, missed work, and car or other property damage.

Five characteristics of defensive driving: knowledge, foresight, alertness, judgment and skill.

Learn how to recognize road hazards and react to them.

Keep a safe distance from you and the next driver. Adjust your driving to the road conditions.

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Accidents can happen anywhere and at any time. Many workplace accidents and injuries can be prevented if workers know the causes of accidents and are taught how to protect themselves to avoid injury. Although no one wants to get hurt at work, there are four major causes for injuries on the job.

Back injuries

The number one cause of on-the-job injuries is physical overload. These injuries are caused by lifting (too heavy a load or lifting improperly), straining, overreaching, bending, and twisting. To protect your back against injury, learn and use proper lifting techniques, never bend or twist while lifting or carrying, and whenever possible, use a mechanical aid or get help with the load from another worker.

Hitting or striking against

The second most common cause of worker injury is being hit by or hitting against an object. The best way to protect against these accidents is to be alert to the potential hazards and to use appropriate protective equipment (hard hats, eye protection, gloves). Be aware of your body and the space around you. Give yourself enough clearance when passing by or ducking under equipment or going through a passageway.

Falls

To avoid injuries from falls, be sure that your footing is firm and wear slip-resistant soled shoes. Watch where you're walking. Don't walk backward to direct equipment or leap from one level to another. Make sure you can see over the load you carry and that walkways are well-lighted and clear of obstacles. Clean up spills or grease spots and use handrails when walking on stairs.

Machine accidents

The fourth major cause of on-the-job injury is machine-related accidents, that is, getting caught by moving machine parts. When working around any moving equipment (a machine that rotates, slides, or presses) always use safety shields, guards, and lock-out procedures. Only work on a machine that you have been trained to use. Never wear jewelry or loose-fitting clothing that could get caught in the moving equipment.

Be alert to the hazards you face on your job and learn what you should do to protect yourself against accidents and injuries and follow RMD Management's established safety guidelines.

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250,000 workers incur back injuries each year. That's a lot of injuries!

The most common back injuries are caused by:

1. Improper lifting methods.
2. Pushing heavy objects.
3. Falls.
4. Climbing in and out of vehicles.
5. Awkward reaching or bending.

Back injuries are serious. We need our backs to do everything from working to fishing. Once a back is injured it will never return to 100%; in other words, once we injure our backs it will be more difficult to do our day to day activities. The positive thing is that all back injuries are preventable. So, how can we prevent them?

Here are some guidelines to a healthy back:

- Lifting:
 1. Know your lifting ability and get help with heavy loads.
 2. Face the load you are trying to lift and look up.
 3. Lift with your legs and keep your back straight in the process.
 4. Keep the load close to your body.
 5. When setting the load down, reverse the lifting process, bending your knees to lower the load.
- Keep paths clear of obstructions to prevent falls.
- When entering or leaving a vehicle, use the handgrips to prevent slippage and unneeded pressure on your back.

Keep conscious of how you are using your back. Your quality of life depends on it!

Why do so many of us have back problems today? In part, it's the way our work and lifestyle has evolved. As people grow more sedentary in an increasingly automated world, we're doing more sitting and adding extra pounds. As a result, our backs are becoming more vulnerable to injury.

Sitting, especially slouching, is one of the most common positions during our waking hours. It also happens to be one of the worst positions for our backs, by putting continuous pressure on the lower back muscles and disks.

Low back pain is a warning that something is wrong. Recognize this warning and take steps to prevent a back problem from getting worse. Here are some helpful suggestions if you sit for long periods during the course of your workday.

Choose the right chair, a chair that supports the length and width of your back with adjustable armrests and a seat height you can adjust.

Sit smart. Sit straight and close to your work, don't slump forward. Your buttocks should rest against the back of the seat. Your knees should stick out a hand's width beyond the edge of the chair with your feet resting comfortably on the floor or footrest.

Adjust your work height and angle. Your surface work and keyboard should be at elbow level. If you work at a computer, the top of your screen should be at eye level.

If possible, get up regularly and stretch or, shift your sitting position at least once every 30 minutes.

Vehicular vibration adds additional stress to the backs of those who drive long distances. Here's some back comfort tips for drivers.

Position the seat forward so that your knees are bent. If the tilt of the seats can be adjusted, change the angle slightly every so often.

Placing a cushion at the small of your back and sitting in a slightly reclining angle may ease pressure on your lower back while driving.

Change your sitting position frequently or get out of the vehicle every hour and walk around for a few minutes.

Grip the steering wheel at the nine and three o'clock hand positions. This puts your arms and shoulders in a more neutral position.

There are also some general lifestyle choices which can reduce stress on your back. Sleep on a firm mattress, control your weight, get some exercise, and for men, take that bulging wallet out of your back pocket when you sit. Make sitting a pleasure not a pain.

Interesting facts about back injuries:

- 80-90% of the people will suffer from a back injury in their lives
- There are more than 1 million back injuries per year
- One in five workplace injuries is a back injury

- Three out of four back injuries occur while lifting

Types of back injuries:

- Muscle spasms
- Ruptured, herniated and slipped discs
- Strains and sprains to muscles and ligaments
- Degenerated discs
- Stress-related back pain

Back injuries can happen for number of reasons but here are some of the most common:

- Lifting excessive weight
- Using improper lifting techniques such as: twisting with the load, bending at the waist, lifting objects with awkward shapes
- Sitting or standing for prolonged periods of time

How to prevent back injuries:

- Use dollies, forklifts and other mechanical means to lift heavy objects when possible
- Stretch before lifting
- Use good posture
- Get help to lift loads

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Safety for Life!

A boulder is a large rock that can be round or misshapen that are ten inches or larger.

Boulders are moved by a machine or can be moved manually depending on the size. Most often it is moved by machines because of the weight.

Boulders quarried out of mountains.

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Carbon monoxide (CO) is a colorless, odorless and tasteless gas that is slightly lighter than air. It is sometimes called carbonic oxide, exhaust gas or flue gas. It can kill you before you know it's there.

Where does Carbon Monoxide come from?

- Carbon monoxide is produced by the incomplete combustion of any fuel that contains carbon. This includes gasoline, natural gas, oil and propane, as well as coal and wood products.
- Sources of CO include gas and oil burning appliances like furnaces, dryers, water heaters, ovens, wood burning stoves, charcoal grills, gas powered forklifts and automobiles

How does this affect me?

- In your shop or at a site, tools and equipment with internal combustion engines expel large amounts of CO.
- Pay special attention to where and when gasoline or diesel generators and welding machines are used.
- If you use kerosene or propane heaters, make sure the area is well ventilated.
- If you have to work in an enclosed area, be sure to direct the exhaust out of the work area.

What can I do if CO accumulates?

- Increase ventilation or leave the area! High concentrations of carbon monoxide can kill you in minutes.
- Low levels of exposure over time may lead to carbon monoxide poisoning. Be suspicious of flu-like symptoms such as nausea, fatigue, headache, dizziness and confusion. See a doctor for diagnosis.
- Move anyone overcome by CO to fresh air immediately. If necessary, give artificial respiration and call for medical assistance.

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There are a number of safety problems common to most workplaces and job sites which can be solved with a little common sense. Planning and thinking ahead can help eliminate most of these hazards. Take a close look at your workplace with these suggestions in mind.

Eliminate junk piles. Organize a clean up program to remove trash, broken parts, and scrap from work areas, walkways, storerooms, and neglected corners. Look for materials that have been stacked improperly. An unstable stack is a real danger to anyone who may be near if the material suddenly falls. Check such things as wood pallets, dock freight, storeroom boxes, construction materials and even office files to see that materials are stacked properly.

Examine all the operations of your workplace to determine if personal protective clothing is needed, then make it readily available. Ear protection, eye protection, hard hats, gloves, safety shoes or other protective clothing and equipment must be worn according to the hazard exposure.

Make sure all electric power tools are grounded. Protect yourself from electric shock by using tools with three-prong plugs, a ground-fault system or double insulation. Never cut off the ground plug on a three-prong plug. Check electrical cords and wires for any damage. Guard power tools and moving machine parts. Tools and equipment should never be operated with the guards or shields removed.

Inspect portable ladders to make sure they are secure and don't shake or wiggle. Nonslip feet are a must. If a ladder seems weak, get rid of it – don't let others use a defective ladder. Mark it defective and throw it away.

Fire extinguishers are a must and should be mounted properly, readily accessible, and in working order. Check fire regulations to ensure extinguishers are properly placed and are the right type for your work area. When was the last time your fire extinguishers were tested? Extinguisher inspections should be made regularly then tagged to show when and who performed the tests.

Exits should be clearly marked with easy to read signs placed above the doors. Signs with arrows should also be used to guide people to the exit if the layout of the workplace is confusing to those unfamiliar with your facility. Illuminated signs should be kept in working order at all times. Don't block exits or signs with vehicles or material. Safety meetings are one of the most important parts of a good safety program, so hold them regularly. Impress upon every worker that it's important that they take every precaution to keep the workplace safe. Both employee and employer attitudes toward safety provide a key to a successful safety program.

Compressed Gas Cylinders

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Oxygen and fuel gas regulators shall be maintained in proper working order.

Cylinder valves shall be closed when work is finished.

While transporting or storing gas cylinders, valve protection caps shall be in place and cylinders shall be maintained in an upright position.

All hoses must be inspected daily, checking for any possible leaking hazard such as cracks or punctures.

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Concrete is a common building material that can be used in a variety of ways. It's generally made by combining cement, sand, aggregate (small stones) and water. When these materials are mixed in the correct amounts and if they're further strengthened by adding re-bar, fiberglass strands or plastic rods, the concrete can be used to build roads, bridges, buildings, septic tanks, floors, concrete blocks, and even countertops for homes. However, anyone who uses or works around concrete and cement should understand the potential health hazards and follow safe handling procedures to prevent harmful exposures.

There are some applications of concrete that necessitate the addition of other materials that could adversely affect health if improperly handled. Additions may include alkaline compounds (such as lime) that are corrosive to human tissue, small amounts of crystalline silica that are abrasive to skin and cause damage to lungs or small amounts of chromium that can cause allergic reactions. The risk of illness or injury from these additions in the concrete depends on the level and length of exposure and the sensitivity of the individual.

Adverse health effects from concrete or cement are generally the result of exposure through skin contact, eye contact or inhalation.

- **Skin Contact** – getting cement dust or wet concrete on your skin can cause burns, rashes, and skin irritations. Sometimes workers become allergic if they've had skin contact with cement over a long period of time.
- **Eye Contact** – getting concrete or cement dust in your eyes may cause immediate or delayed irritation of the eyes. Depending upon how much and for how long you get the dust in your eyes, effects to your eyes can range from redness to painful chemical burns.
- **Inhalation** – inhaling cement dust may occur when workers empty bags of cement to make concrete. When sanding, grinding, cutting, drilling or breaking up concrete, the dust generated has the same hazards as the dust from cement. Exposure to cement or concrete dust can cause nose and throat irritation. Long term exposure to concrete dust containing crystalline silica can lead to a disabling lung disease called silicosis.

There are ways to prevent or control negative health effects when working with concrete and cement. First of all, dress for protection. Wear alkali resistant gloves, long sleeves and pants to reduce skin exposure to concrete or cement dust. Wear waterproof boots that are taller than the concrete is deep. Wear safety glasses with side shields to protect the eyes or if it's very dusty, goggles. Don't wear contact lenses. When dust can't be avoided, wear employer-approved respiratory protection. And remember to wash your hands and face before eating, drinking, smoking or using the toilet at the end of the day.

Secondly, follow all safe work practices and procedures. Work in ways that minimize the release of cement dust. Stay out of dusty areas, when possible. Mix dry cement in well-ventilated areas. Wet down the work to keep dust out of the air and use wet cut rather than dry cut masonry products. If it's necessary to kneel on fresh concrete, use a dry board or waterproof kneepads. Finally, if wet or dry concrete gets on your skin, wash it off as soon as possible.

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Conveyors are a wonderful invention. They move large amounts of materials quickly and safely. They allow workers to reduce the amount of materials handled manually thereby increasing work capacity and production output. Decreasing manual material handling also lessens the chance of injury to a worker's back and hands.

Conveyors are safe when used correctly, but they can be dangerous, and even deadly, if workers fail to follow safety procedures when working on or around them. Materials should be placed on the conveyor so they will ride safely. When removing material off conveyors, workers should remain alert and safeguard their hands; the moving material can create pinch points. How someone is dressed - loose clothing, long hair, and jewelry - when working on or around conveyors can present the risk of conveyor entanglement.

When repairing or cleaning a conveyor, all equipment must be locked or blocked and operating controls tagged. If it's necessary to clean belts or drums while the equipment is in motion, insure proper barrier guards are in place and no part of the equipment can be activated which could endanger the individual at work.

If the conveyor runs overhead, precautions must be taken to prevent injuries from materials that may fall from above. If the conveyor runs at head height or carries material hung from hooks, workers in the area should remain alert to possible danger and measures should be taken to prevent workers from being accidentally struck by moving material.

There are other general safety precautions which should be followed by everyone even if they don't work directly with conveyors. No one should ever climb over or crawl under a conveyor and NEVER ride on or otherwise use a conveyor for transportation.

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Safety for Life!

For the safety of everyone who works with or around cranes, it is important to be aware of the electrocution hazards around overhead power lines. Before beginning work near power lines, power line owners should be notified of the date, time, and type of work involved and their permission should be requested to de-energize and ground power lines or provide insulated barriers.

To protect workers against electrocution when operating or working around cranes near overhead power lines the following safe work practices are recommended:

Participate in all crane safety programs offered.

Know the location and voltage of all overhead power lines at the job site.

Evaluate the job site before beginning work to decide the size and type of machinery to use and the safest areas for machinery operation and material storage.

Before work begins, de-energize power lines, erect insulated barriers to prevent physical contact with the energized lines, and establish safe clearance between the energized lines and boomed equipment.

Post warnings on cranes cautioning operators to maintain safe clearances between energized power lines and their equipment.

Mark safe routes where cranes can travel beneath power lines.

Assume all power lines are energized and maintain Cal/OSHA crane clearances.

Operate cranes only if trained in safe operating procedures and Cal/OSHA regulations.

Operate cranes at a slower-than-normal rate in power line areas.

Use caution when moving over uneven ground that could cause the crane to weave or bob into power lines.

Use caution near long spans of overhead power lines, since wind can cause the power lines to sway back and forth and reduce the clearance between the crane and the power line.

Limit the use of cage-type boom guards, insulated lines, ground rods, non-conductive links, and proximity warning devices. Don't use these as a substitute for de-energizing and grounding lines or maintaining safe clearances.

Where it is difficult for the crane operator to see the power lines or see the clearance during crane movement, a signal person should be assigned to watch and give immediate warning when the crane comes close to the limits of safe clearance.

No one should touch the crane or its load until the signal person says it's safe.

Cage-type boom guards, insulating links, and proximity warning devices should be limited and not used as a substitute for de-energizing and grounding lines or maintaining safe clearance.

All workers should stay well away from the crane when it's close to power lines.

If contact is made between a crane and an energized line, the crane operator should stay inside the cab and try to remove the crane from contact by moving it in the reverse direction from that which caused the contact. If the crane cannot be moved away from contact, the operator should stay inside the cab until the lines have been de-energized. Everyone else should keep away from the crane, ropes, and load, since the ground around the machine might be energized. Workers should have a quick way of calling for or getting help when an emergency occurs and all workers should be trained in cardiopulmonary resuscitation (CPR).

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RMD Management exercises the right to select a “Designated Medical Provider” under section R568-2-8-(a) and R568-2-9-(1)(2) of the Workers’ Compensation Rules of the Industrial Commission of Utah.

All employees with a work related injury claim or disease, must first go to the “Designated Medical Provider” in their area. For further visits, the employee may be referred to other medical providers.

DESIGNATED MEDICAL PROVIDERS

Park City Area

Park City Healthcare
1665 Bonanza Drive
Park City, UT 84060
(435)649-7640

Salt Lake Valley

Salt Lake WorkMed
1685 W. 2200 S.
Salt Lake City, UT 84119
(801)972-8850

Murray WorkMed
201 E. 5900 S. #100
Murray, UT 84107
(801)288-4900

Heber City

Wasatch Medical Clinic
35 S. 500 E.
Heber City, UT 84032
(435)654-1501

5 Minute Clinic
150 North Main Street, Suite 105
Heber City, UT 84032
435-654-1377

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Drivers need to know their surrounding. Keep your eyes moving, scanning the front, side, and back of vehicle. Always check your mirrors every five seconds or so. When looking in the side mirrors, there is an area that you are unable to see. This is called your blind spots.

Make sure you see other drivers and they see you.

- Keep windows clean from papers, dirt, bugs, etc. so it doesn't block your view.
- Check and adjust your mirrors and find your blind spots. Check your blind spots by turning your head to look over your shoulder before changing lanes, passing, and turning or before opening your door when parked next to traffic.
- Check your blind spot by looking over your shoulder in the direction of the lane change. Signal when you want to move left or right. Check again to make sure the way is clear and steer gradually into the new lane, maintaining the same speed or gently increase it.
- Stay out of other driver's blind spots, especially large vehicles like trucks.

Heavy Vehicle Blind Spots

Heavy vehicle can't always see you!

In Front: When passing, you should pass on the left so you can enter the truck driver's field of vision as soon as possible. Before moving back in to the right-hand lane, make sure you can see the truck in your rearview mirror.

Behind: If you can't see one of the outside rearview mirrors of the truck in front of you, you're too close. The truck driver can't see you, and a collision may be inevitable if the driver slows down or brakes suddenly.

Either side of Vehicle: When you're driving beside a heavy vehicle, the driver might not see you and may decide to change course, placing you in danger. Depending on the situation, accelerate or slow down until the driver can see you. You'll know the driver can see you if you see the driver's face in the heavy vehicle's outside rearview mirror.

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When backing up, you need to check all sides to make sure that nothing is around your vehicle.

Check for children, debris, other vehicles, etc.

Follow the direction of other drivers when backing up.

When driving a big truck, make sure that your back up sensors work to notify others that you are backing up.

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Daily Check List

Engine Oil Level	Hydraulic Oil Level	Coolant Level	Fuel
Wheels, Rims, Lugs	Turn Signals	Mud Flaps	Air Leaks
Service Brakes (trailer brakes too)	Parking (hand) Brake	Lighting Devices & Reflectors	Horn
Rear Vision Mirrors	Tires & Tire Pressure	Windshield Wipers	Fire Extinguisher
Triangles	Truck Clean of Debris	Back-up Alarm	Brake Oil Level
Clutch Oil Level	Steering Mechanism	Coupling Devices	Cracked Windows
Trailer Plugs	Steering Oil Level	Automatic Trans	Oil Level
Jumper Cables	Trailer Hitch Locking Device	Oil Level	Jack & Star Wrench
		Check 3-5 Straps	Boxes Fully Stocked

Age

You must be age 21 to drive a commercial motor vehicle across state lines (interstate).

Driving Record

Before you can get an original CDL, you must qualify based on your driving record. The following will dis-qualify you from getting your CDL

- Having a license from more than one state
- A current suspension, revocation, denial, or cancellation of your license
- Having been convicted with six point violation within 24 months
- Operating a commercial vehicle while impaired in the 24 months
- Suspension or revocation within 36 months preceding application
- Suspensions for Failure to Appear in Court (FAC), Failure to Comply with a Judgment (FCJ), failure to appear for re-examination, financial responsibility, non-sufficient funds checks, and a suspension or revocation for a temporary medical condition **do not** disqualify an applicant for a CDL.

Medical and Physical Requirements

CDL drivers must take a physical/medical exam before they can take their skills test. This will let the employer know that you are capable to drive.

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Here are some car accident numbers worth reviewing:

- Every 10 minutes in the U.S. 1 person dies and 33 people are injured.
- Each year there are 2 million disabling injuries in the U.S.
- Car accidents account for one-third of job related injuries.

The four main causes of car accidents are: **vehicle maintenance, distractions, night, and weather.**

Let's discuss how to minimize the risk of each cause.

Vehicle Maintenance

Performing frequent vehicle inspections will help reduce the risk of mechanical failure. The inspection should include:

- * Brakes
- * Windshield wipers
- * Tires
- * Horn
- * Lights
- * Side and rearview mirrors
- * Oil
- * Adjust seat and seat belt prior to driving

Avoid Distractions

Be alert and attentive while driving. Here are a few suggestions:

- Read signs and adhere to them. i.e. construction zones, reduced speed limits.
- Keep a safe distance behind cars in front of you. Rule of thumb: one car length for every 10 mph.

- Scan back and forth on the road looking ahead for upcoming hazards and to the side for pedestrians.
- Never take both hands off the wheel for any reason. Common excuses: writing, drinking, or eating while on cell phone.
- Avoid unnecessary cell phone calls.
- Drugs, alcohol and driving don't mix.

Night Driving

- Turn headlights on at dusk.
- Never use sunglasses at night.
- Give your eyes a chance to adjust to the dark after leaving an illuminated area.
- When the lights from oncoming cars glare into your eyes, focus on the line on the right edge of the pavement.

Bad Weather Driving

Winter, cold, ice, and snow:

- Slow down on icy or snowy roads. It takes 4 to 10 times as long to stop.
- Do not slam on brakes. Just tap them instead.
- Give yourself extra time to drive.
- Clear all windows of ice and snow prior to driving.

Rain:

- Turn on defroster to cut down on condensation inside of vehicle.
- On wet roads, apply brakes smoothly and evenly.

Fog:

- Keep headlights on low beam.
- Roll down side window so that you can hear possible hazards.

Accidents while driving don't have to happen. Use good judgment, obey all traffic laws, and **ALWAYS WEAR YOUR SEATBELT.**

RMD MANAGEMENT TOOLBOX OUTLINES

Issue Date: Aug. 1, 2004

Allocation: X All Employees

Effective Date: Aug. 1, 2004

RJ

MVS

DSP

Revision Date:

Office

Safety for Life!

In case you haven't noticed, winter is on its way. That can mean fog, rain, ice, snow, slippery roads, and poor visibility. It's a time that can be dangerous for pedestrians, drivers, and other vehicle operators. There are some simple precautions you can take to minimize the risk of accidents and injuries.

This winter season, before you get into a vehicle, take a little extra time to make sure everything in and about the vehicle is in good condition and operating correctly.

Are the windshield and side windows clear?

Do the windshield wipers work?

Are the blades in good condition?

Can you see in all the mirrors?

Are the headlights clean enough to allow for proper visibility?

Do the tail and the brake lights work?

Do the emergency lights work?

Does the defroster work or is there so much junk on the dash that the defroster couldn't possibly work?

Do the tires have good tread and adequate pressure?

Are the brakes working properly?

Is there more than a quarter tank of gas?

Do you have emergency or repair equipment in the vehicle, including flashlights, flares, fire extinguishers, and chains where applicable?

Check all of these things before winter weather comes. Remember also to reduce driving speed on wet, muddy, oily, or icy roads and be especially alert for pedestrians and animals. These precautions will make your driving experience easier and safer. Winter is inevitable and nothing can be done to avoid it. But preventive maintenance and extra caution can be important factors in accident prevention.

RMD MANAGEMENT SAFETY POLICIES

Issue Date: June 10, 2008

Allocation: X All Employees

Effective Date: June 10, 2008

RJ

MVS

DSP

Revision Date:

Office

Safety for Life!

Dust is all around us; it's in the very air we breathe. Most of us can stand small amounts but some are more at risk than others. The goal is to keep your exposure to a minimum. Most people will not experience medical problems if they stay below permissible exposure levels (PEL).

What is Granite Dust? There are many different types of dusts: flour, grain, wood, coal, metal and cotton. Some dusts can be poisonous and some are explosive. The focus of this meeting is the dust created from natural stones which are sold commercially as "granite." Granite typically contains:

- Quartz (Silicon Dioxide- SiO_2)
- Feldspar (various Aluminum Silicates)
- Mica (various Potassium Aluminum Silicate Hydroxide Fluorides)
- Hornblende (Magnesium Iron Aluminum Silicates)

What is the problem?

- All the processes used in the stone industry to change granite into a finished product produce small particles.
- There is a health hazard when these particles are small enough to inhale.
- Your body protects you against some dust. Not all the dust that you breathe in gets into your lungs. The larger particles are filtered out in your nose and the tubes leading to your lungs.
- Only the finest dust particles reach your lungs. Usually these dusts are too fine for you to see them. These fine dust particles, which can enter deep into the lungs, are called 'respirable dust'.

Respirable dust hazards:

- Your lungs' defenses can be overwhelmed by too much dust entering your lungs.
- Silica dust causes permanent scarring of the lungs.

Control Measures:

- Safe machinery using wet processes.
- Dust collection systems.

Safe procedures such as water clean up instead of sweeping.

- Proper personal protection equipment. When needed, make sure respirators are in good condition and fit properly.

At least 1.7 million U.S. workers are exposed to respirable crystalline silica in a variety of industries and occupations, including construction, sandblasting, and mining. Granite is the primary source of silica in our

industry. Marble dust (calcium carbonate) is considered a nuisance, but can still cause problems for those with respiratory problems.

What is Silicosis? Silicosis is an irreversible but preventable lung disease. It is the illness most closely associated with occupational exposure to silica or silica dust.

Who is at Risk? In addition to granite, crystalline silica is found in concrete, masonry, sandstone, rock, paint, and other abrasives. When your job involves cutting, breaking, crushing, drilling, grinding, or abrasive blasting of these materials, you may be exposing yourself to fine silica dust.

How does Silicosis develop? Very small pieces of silica dust get in the air that you breathe and become trapped in your lungs. Even the very small pieces of dust that you cannot see will harm you. As the dust builds up in your lungs, the lungs are scarred and it becomes harder to breathe. This process is irreversible and incapacitating.

Is there a cure for Silicosis?

- No, there is **NO** cure for silicosis.
- Once the lung tissues are scarred, the body cannot repair the damage.

How do I protect myself? Be aware of the health effects of breathing air that has silica dust in it.

- Know what causes silica dust at your workplace.
- Use water sprays and ventilation when working on stone.
- Use saws that add water to the blade.
- Use drills that add water through the stem or have dust collection systems.
- Use blast cleaning machines or cabinets to control dust.
- When water sprays and ventilation alone are not enough to reduce silica dust levels, your employer **MUST** provide you with the proper respirator (e.g. particulate filter or airline supplied air respirator) designated for protection against crystalline silica (See section V-1, Respirators).
- Do not eat, drink, or use tobacco products in dusty areas.
- Wash hands and face before eating, drinking, or smoking outside dusty areas.

Consider changing clothes at the end of the day so as not to transport any dust to your car and then home.

RMD MANAGEMENT SAFETY POLICIES

Issue Date: June 10, 2008

Allocation: X All Employees

Effective Date: June 10, 2008

RJ

MVS

DSP

Revision Date:

Office

Safety for Life!

Must have training on how to fit your mask to your face. Before trying to wear the mask, a fit test must be done. Beards don't allow good protection due to the thickness.

How do dust mask protect you:

- If used correctly, prevents inhaling dust particles and protects your lungs.
- Dust is collected on the outside of the mask when you inhale instead of coming into your lungs.

Limits of Dust Masks:

- Dust will leak if not fitted properly
- Doesn't filter out chemical vapors
- Not adequate for large amount of dust
- May not be suitable for highly toxic dust

Can't be cleaned or repaired if damaged or soiled.

Replace mask if breathing is difficult and dispose of mask at the end of the day or shift

If an odor or dust get inside and you start to feel sick, notify your supervisor and leave the area so you don't get worse.

Early Return to Work

ALL 21

RMD MANAGEMENT SAFETY POLICIES

Issue Date: Aug. 1, 2004

Allocation: X All Employees

Effective Date: Aug. 1, 2004

RJ

MVS

DSP

Revision Date:

Office

Safety for Life!

RMD Management has a return to work program. This program will be initialized with any employee who has a lost time claim. This will help the employee to work while he/she heals. Any employee who refuses to do light duty or transitional work forfeits their right to receive pay for the missed time and will be subject to disciplinary action including dismissal.

RMD MANAGEMENT TOOLBOX OUTLINES

Issue Date: Aug. 1, 2004

Allocation: X All Employees

Effective Date: Aug. 1, 2004

RJ

MVS

Revision Date:

DSP

Office

Safety for Life!

Electricity is an essential source of energy. However, fewer sources have a greater potential to cause harm than electricity. Working safely with electricity is possible if you are trained in, understand, and follow certain basic ground rules.

By its nature, electricity will take the path of least resistance to the ground. If your body happens to be in that path, even a small amount of electric current can have fatal effects. The risk of shock or electrocution is greatest around metal objects and in damp conditions. Therefore, make sure all electric equipment, switch enclosures, and conduit systems are properly grounded and that all external or damp operations are wired for wet conditions. When working in damp areas, wear personal protective equipment such as rubber gloves and boots; use rubber mats, insulated tools, and rubber sheets to protect you from exposed metal.

Keep your electrical system in good operating condition. Damage and injuries can occur when equipment is defective. Inspect your electrical equipment, outlets, plugs, and cords before each use. Remove, tag, and have repaired any faulty equipment. Make sure outlets and cords are of adequate size and length to prevent electric overload. If cords must cross a traffic area, protect them with planks or other means.

Make sure you and other workers follow lockout and tagout procedures. Treat every electric wire as if it were a live one. Stop using a tool or appliance if a slight shock or tingling is felt. Turn off the power if the smell of hot or burning substance is detected or if smoke, sparks, or flickering lights are noticed.

Workers using high clearance devices should continually be aware of the dangers and take sensible precautions to avoid contact with overhead lines. If an overhead line breaks, keep away from the wire and everything it touches then call the power company to shut off the electricity. Only qualified electricians should repair electrical equipment or work on energized lines.

Because accidents can happen, make sure those who work on or around energized electrical equipment are trained in emergency response and CPR.

RMD MANAGEMENT SAFETY POLICIES

Issue Date: Aug. 1, 2004

Allocation: X All Employees

Effective Date: Aug. 1, 2004

RJ

MVS

DSP

Revision Date:

Office

Safety for Life!

Detailed evacuation plans are located in the mechanic shop by the phone.

During an emergency follow these steps:

1. Advise everyone of the emergency
2. Evacuate the premises, helping others to do the same
3. Call 911
4. Roll call
5. Call owners
6. Help care for injured

RMD Management Contact Info.

Robert Hicken: 435-640-5872

Paul Ballif: 435-640-5873

Adam Hicken: 435-640-1651

Aaron Hicken: 435-671-0859

Office: 435-654-3334

RMD MANAGEMENT SAFETY POLICIES

Issue Date: Aug. 1, 2004

Allocation: X All Employees

Effective Date: Dec. 1, 2004

RJ

MVS

Revision Date: Nov. 15, 2004

DSP

Office

Safety for Life!

Expectations

Employees are expected to read, review, and commit to abide by these safety measures in order to provide a safe workplace for all employees.

Employees are expected to be aware of their surroundings and the welfare of other employees and to refrain from inappropriate conduct. Employees are encouraged to exhibit a professional demeanor during working hours. The following conduct is specifically prohibited:

- stealing
- fighting
- sleeping on the job
- excessive absenteeism or tardiness
- use or possession of illegal drugs
- drunkenness
- harassment
- releasing of confidential information
- violation of safety rules
- Possessing weapons on company premises. Weapons are any knives with a blade larger than 4", guns, or any object brought to work with the intent to do harm.
- misrepresenting employment records
- verbal assault
- sexual assault which could include sexual references, jokes or physical contact

Conduct in violation of the above-listed prohibitions will subject employees to disciplinary procedures. In the case of violence in any form investigative reports will be required of all present which may include police reports.

Procedures

Every accident, incident, and near miss shall be reported to the supervisor immediately.

A drug test may be performed after every accident requiring medical treatment and all accidents involving vehicles and/or motorized equipment.

An investigation to determine cause and prevention will be conducted after every accident or incident. Immediately following the investigation, a safety meeting will be held with the crew involved discussing the accident and preventive measures to be taken.

RMD Management will notify the Utah Occupational Safety & Health Division within eight hours of any work related fatality, occupational disease, or other serious or disabling injury. RMD Management will also file a report with the Industrial Commission within seven days of such accidents.

Disciplinary Actions

For minor offenses with minor consequences, the employees will be expected to agree to improve behavior. A repeated offense will be recorded as a warning.

Suspension or discharge will result from major offenses, those with serious or costly consequences, or from continued repeated minor offenses for which an employee shows a lack of effort to correct deficiencies.

Discipline is intended to provide a safe working environment for all through employee dedication. Disciplinary actions may include verbal warnings, written warnings, suspension without pay and or discharge. Discipline action violations will be kept on file.

Training

All employees will be trained in their specific tasks. Employees are expected to learn the safe way to perform their job before they start. If any questions arise about the safety of a specific task, direct the questions or concerns to the supervisor.

RMD MANAGEMENT TOOLBOX OUTLINES

Issue Date: Aug. 1, 2004	Allocation:	X All Employees
Effective Date: Aug. 1, 2004		RJ
Revision Date:		MVS
		DSP
		Office

Safety for Life!

Ergonomics literally means “the rules of human strength”. Engineers interested in the design of work environments originated the word in the 1950’s. Today, the purpose of ergonomics in the workplace is to create a better match between the worker, the work they perform, and the equipment they use. A good match increases worker productivity and reduces ergonomic injuries.

According to the Bureau of Labor Statistics, 34% of all lost-workday injuries and illnesses are work-related musculoskeletal disorders (WMSDs). WMSDs are a result of a bad match between the worker, the work they perform and the equipment they use. More common names for WMSDs include repetitive stress injuries, cumulative trauma disorders, tennis elbow, white finger, and the most common of all, carpal tunnel syndrome.

Nearly every type of work or occupation has the potential for causing WMSDs. To prevent these injuries, it is important to understand the factors that contribute to them. Ergonomic factors refer to workplace conditions that pose the risk of injury to the musculoskeletal system of the worker.

Factors that contribute to the development of WMSDs include:

Force – the strength to perform a task.

Repetition – the frequency or number of times a task is performed during a shift.

Posture – positioning of the body to perform a task.

Vibration – which might come from overuse of power hand tools.

Temperature – extreme temperatures are more harmful to the body.

Duration – the amount of time in a workday spent performing work tasks.

Non-work related issues – health, lifestyle, hobbies, sports may add to the ergonomic risk factors.

Identifying and preventing WMSDs requires a careful review of these risk factors. Prevention may require modification of one or more of these factors.

The first step is to find out which jobs may be causing problems. This can be done by looking around your workplace, talking to employees, and learning the early warning signs. Signs to look for include; employee discomfort or fatigue, employees modifying tools or equipment, poor product quality, or

employee reports of problems. Another way to identify problem areas is to review the written records, i.e., OSHA 200 and 300 logs and workers compensation information. Once the jobs have been identified, make a list of these jobs.

The second step is to look at the specific tasks that make up the jobs previously identified. When looking at each task, determine how frequent it occurs (one time per shift or twenty times per hour), and how hard is each task (from the employee's point of view).

The third step is to observe the work tasks. Special attention should be paid to how many of the above risk factors are associated with the job task. The higher the number of risk factors associated with a job, the greater the chance that a WMSD might develop. Talking to the employees who perform the work can often provide valuable information about how the work task may be improved.

RMD MANAGEMENT TOOLBOX OUTLINES

Issue Date: Jan. 1, 2004

Allocation: X All Employees

Effective Date: Jan. 1, 2004

RJ

MVS

DSP

Revision Date:

Office

Safety for Life!

Protect your eyes:

- There is no excuse for not wearing your protective equipment.
- Every year, thousands of people are blinded from work-related injuries.

Forceful impacts can damage your eyes:

- Caused from swinging chains, cables, tools or any sharp objects.
- Can create a black eye, rupture your eyeball or break bones around your eye.
- Go to a doctor if bleeding does not stop or vision is blurry.

Small particles can damage your eyes:

- Caused by grinding, chiseling, sanding, hammering and spraying.
- Particles become airborne and lodge themselves in your eye.
- Can cause blurred vision, sensitivity to light and severe bleeding.
- If you cannot get it out from blinking, go see a doctor.

Chemicals can damage your eyes:

- Burns can occur when a chemical substance gets into your eye.
- Initial first aid treatment is to wash your eyes for 15 minutes.
- If pain still exists, go to see a doctor.

Protect your eyes with safety glasses:

- Regular glasses should not be substituted for protective eyewear.
- Ensure your glasses fit properly.

RMD MANAGEMENT SAFETY POLICIES

Issue Date: Aug. 1, 2004

Allocation: All Employees

Effective Date: Aug. 1, 2004

X RJ

MVS

Revision Date:

DSP

Office

Safety for Life!

Any employee on a surface 6 feet or more above ground level, with an unprotected side, shall be protected by a guardrail system, safety net, or personal fall arrest system.

Any employee working on a roof with a pitch steeper than 4/12 shall be protected by a safety net, toe boards, and or a personal fall arrest system.

All personal fall arrest equipment must be checked out through the safety director prior to use.

RMD MANAGEMENT SAFETY POLICIES

Issue Date: Aug. 1, 2004

Allocation: X All Employees

Effective Date: Aug. 1, 2004

RJ

MVS

DSP

Revision Date:

Office

Safety for Life!

RMD Management promotes a safe working environment for all of its employees. We believe employees should not work in fear of other employees thus RMD Management prohibits harassment of any kind. Harassment includes but is not limited to: verbal threats, sexual references, hitting and other physical abuse etc.

All threats and other signs of harassment are to be taken seriously. Any verbal threats or signs of confrontation amongst employees shall be directed immediately to a supervisor.

Physical and verbal fighting amongst other employees, customers or any other person while on the job is strictly prohibited and will not be tolerated. The employees involved in the fighting and the bystanders that do not attempt to stop the confrontation will be disciplined. Discipline may include unpaid suspension or employment termination.

The threat of or the use of weapons such as knives, guns, sticks or tools will cause for immediate discipline and dismissal for no less than one week and possible further suspension and/or termination.

RMD MANAGEMENT SAFETY POLICIES

Issue Date: Aug. 1, 2004	Allocation:	X All Employees
Effective Date: Aug. 1, 2004		RJ
Revision Date:		MVS
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Safety for Life!

At least one fire extinguisher shall be kept in all job site tool boxes.

Delivery trucks shall have no less than one five lb. fire extinguisher mounted in a conspicuous place on the vehicle.

A fire extinguisher shall be mounted on all heavy machinery.

Flammable liquid containers such as: gasoline, kerosene, diesel fuel, oil, grease etc. will be clearly marked. There shall be no open flames or smoking within 50 feet of any of these containers.

The office, saw shop, and stone quarry shall all have an evacuation plan posted in a conspicuous place that will be reviewed monthly.

All fire extinguishers shall be inspected monthly by the safety director and yearly by a qualified renewal inspector.

A mounted fire extinguisher, or equivalent, will be provided every 3,000 square feet of space inside a building.

Gasoline shall be kept in OSHA approved containers, away from open flames. Never use gasoline as a cleaner.

RMD MANAGEMENT TOOLBOX OUTLINES

Issue Date: Aug. 1, 2004

Allocation: All Employees

Effective Date: Aug. 1, 2004

RJ

MVS

Revision Date:

Office

DSP

Safety for Life!

You are responsible for fire prevention at work for your safety and that of your co-workers. The best way to prevent fire is to be on the lookout for possible fire hazards. Be aware of potential fire hazards in the workplace. Report hazardous situations to the supervisor. Know the location of fire extinguishers and other emergency equipment that is available to you. During an actual emergency, protect yourself. If it is not safe for you to get involved, don't.

If you're ever confronted with a fire keep your cool, but think fast and act with caution. When a fire is discovered, size it up fast. Knowing when to try to control the fire yourself and when to call for help is essential.

In case of fire, follow the company's fire response procedures. The important thing is to know what to do and do it fast.

Sound the alarm and evacuate the area. Call the emergency numbers you've been given, and give the details about the fire (location, how it started etc.). Never hesitate to call the fire department, even if the fire seems minor and you manage to put it out before firefighters arrive. The quicker the alarm is sounded; the sooner firefighters can attempt to get it under control. Have someone meet and tell the fire fighters where the fire is. They can lose valuable minutes if they have to find it themselves.

You're responsible for preventing fires, but you aren't obligated to fight major fires. Fight the fire only if you can do it safely with proper extinguishing materials at hand. In general, never join in the fire fighting unless the firefighters request your help.

Warn others immediately. Warn anyone in the area so they can get to safety. This is especially important in case of indoor fires. Most people die from smoke, poisonous gases and panic. Panic is usually the result of not knowing what to do. If there is an escape plan, adapt it to the emergency.

Most fires start small, but they can rage out of control in a few minutes. It's important to know where the fire extinguishers are located and how to operate them properly. Distinguish before you extinguish. Choose the correct extinguisher for the type of fire (paper/wood, grease/gas/flammable liquids, electrical). If you are not trained or authorized to use an extinguisher, don't try. The time you waste in figuring out an extinguisher could mean the difference between minor damage and a major disaster.

Review your company's fire safety procedures often so you'll know what to do. Act with caution. Sound the alarm. Warn others in the area. Evacuate and stay back unless you're asked to help. In case of fire, being informed and prepared can keep you and your co-workers safe from injury.

RMD MANAGEMENT SAFETY POLICIES

Issue Date: Aug. 1, 2004

Allocation: X All Employees

Effective Date: Aug. 1, 2004

RJ

MVS

Revision Date:

DSP

Office

Safety for Life!

There shall be a first aid kit on every job site large enough to accommodate all RMD workers on site.

First aid kits shall be inspected monthly and refilled as needed.

There shall be at least one first aid certified employee at the quarry and saw shop at all times. The certified employee will be trained through first aid programs set up by the company.

First aid shall be performed only by certified and competent individuals.

RMD MANAGEMENT TOOLBOX OUTLINES

Issue Date: Aug. 1, 2004

Allocation: All Employees

Effective Date: Aug. 1, 2004

X RJ

X MVS

X DSP

Revision Date:

Office

Safety for Life!

The foot is something that doesn't get much attention unless there is a problem. Therefore, to avoid possible injury, it's important to think about safeguarding the foot before undertaking any job.

Workers may be exposed to various hazardous conditions on the job, including slippery surfaces, climbing hazards, handling or working around heavy equipment and machinery and working around electricity. These different working conditions may require different safety footwear to protect the foot, and the worker, from injury.

When choosing safety footwear, you must select the legally approved shoe or boot required for the job activity, equipment, and situation. Some situations may require metal-toed boots to protect the top part of the foot. These steel-toed shoes provide extra protection over the top of the foot and can make a difference in preventing an injury in an accident.

Safety shoes or boots with impact protection should be worn when workers carry or handle materials such as heavy packages, objects, parts or tools and for other activities where objects may fall onto the foot. Workers should be required to wear safety shoes or boots with impact protection when their work involves wheeling carts that carry heavy materials; handling heavy, bulky tools (paper, fabric, carpet, lumber etc.); working around heavy pipes or in situations where a heavy object may roll over a worker's foot.

RMD MANAGEMENT TOOLBOX OUTLINES

Issue Date: Aug. 1, 2004

Allocation: X All Employees

Effective Date: Aug. 1, 2004

RJ

MVS

DSP

Revision Date:

Office

Safety for Life!

What is a Powered Industrial Truck?

A Powered Industrial Truck (PIT) is a mobile, power-driven vehicle used to carry, push, pull, lift or stack material. There are twelve (12) different types of PITs, and designated types of PITs can be operated safely in varying environments (e.g. flammable areas, dusty environments, etc.) Talk to your management team to find out what specific type of PIT your company has and where it is OK to use them within your facility.

Operator Training

PITs are a very important part of material handling in many industries. They are also a source of serious accidents. All personnel who operate PITs must be trained and certified in their safe operation every three years. The training includes both classroom and vehicle operation. The training covers:

- Features of the specific PIT to be operated

- Operating procedures of the specific PIT to be operated

- Safety concerns of specific PIT to be operated

- Workplace conditions and safety concerns of areas where PITs will be operated.

- Learn and practice actual operation of specific PITs to be operated.

- Demonstrate proficiency performing the PIT operator duties specific to the workplace.

Powered Industrial Truck Stability

The PIT is based on the concept of two weights being balanced on opposite sides of a pivot point. The forward wheels are the pivot point. This is the same concept as a teeter-totter. The load on the forks must be balanced by the weight of the PIT. The center of gravity is the single point where an object is balanced in all directions. Every object has a center of gravity. When a PIT picks up a load, the truck and load have a new combined center of gravity. The stability of the PIT is determined by the location of its center of gravity, or if the PIT is loaded, the combined center of gravity.

Operating a Powered Industrial Truck

Operating a PIT takes skill and knowledge. The PIT operator and those around the operator must treat the PIT with respect. Using proper operating procedures will minimize the potential for accidents and injuries.

Forklifts must be removed from service when they are not in safe operating condition. PITs are required to be inspected before use (at least once per shift) and should include, but not be limited to; brakes, steering, forks, mast chain components, data plate, tires, counterweight, overhead guard, control levers, horn, lights, etc. Using an inspection checklist makes this task easier and thorough.

A PIT is not a car. PITs are tall and narrow and tip over easily, so operators must drive cautiously. Stopping a

PIT is also not the same as stopping a car. The two small wheels are the braking wheels, so PITs do not stop quickly.

Powered Industrial Truck Safety

The most recent OSHA data indicates 95,000 workers are injured, and approximately 100 are killed each year in PIT related incidents. Most PIT injuries are caused by tip over accidents. The primary causes of tip overs are excessive speed while turning and raised, unbalanced loads. The best way to avoid tip overs is to properly counterbalance your load. All loads must be placed as close to the back of the forks as possible.

General Safety Rules

Keep the load low	Never carry riders	Plan your route
Follow safe speed limits	Park safely	Watch for pedestrians
Avoid sharp turns	Watch for chuckholes	Leave aisle room
Maintain safe visibility	Watch the slope	Use your horn when approaching

Follow all the rules of RMD's Powered Industrial Truck safety program.

RMD MANAGEMENT TOOLBOX OUTLINES

Issue Date: Aug. 1, 2004	Allocation:	X All Employees
Effective Date: Aug. 1, 2004		RJ
Revision Date:		MVS
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Safety for Life!

Next to our eyes, our hands are probably the most important part of our body when it comes to doing our work. They're involved in almost every thing we do. Yet many of the things we do with our hands are done without any deliberate thought. Your hands have no fear. They'll go any place they're sent and they only act as wisely as the person they belong to; so before you use your hands think of their safekeeping.

Here are the most common types of hand injuries and what you can do to prevent them:

Traumatic injuries often occur from careless use of machinery or tools. Hands and fingers get caught, pinched or crushed in chains, wheels, rollers, or gears. They are punctured, torn or cut by spiked or jagged tools and edges that shear or chop. Safety precautions should include using shields, guards, gloves, or safety locks; handling knives or tools with care; and keeping hands, jewelry and clothing away from moving parts.

Contact injuries result from contact with solvents, acids, cleaning solutions, flammable liquids and other substances that can cause burns or injure tissue. To protect against these injuries, read the product labels, use the right glove or barrier cream, and wash hands frequently.

Repetitive motion injuries happen when tasks require repeated, rapid hand movements for long periods of time. Manufacturing, assembling, or computer work may lead to these injuries. Change your grip, hand position, or motion. If possible, rotate tasks to give your hands a rest

You can protect yourself from hand injuries by remembering the following basic safety rules:

- Recognize hazards.
- Think through each job before you begin.
- Follow safety rules.
- Avoid shortcuts.
- If an accident happens, seek prompt treatment.
- Report injuries to your supervisor.

Healthy hands are built to last a lifetime. Injuries can last a lifetime, too. Be aware of your hand placement and take precautions to guard them.

RMD MANAGEMENT SAFETY POLICIES

Issue Date: Aug. 1, 2004

Allocation: X All Employees

Effective Date: Aug. 1, 2004

RJ

MVS

Revision Date:

DSP

Office

Safety for Life!

Hammers

Use each hammer only for its designated purpose. i.e. chipping hammer-chipping, stone maul- splitting stone, etc.

Inspect hammers daily verifying the handle is free of cracks and securely fastened to the head of the tool. If it is in need of repair, repair it prior to use.

Cold Chisels

Never use a chisel with a mushroomed head because the head may chip and could cause injury.

Keep chisels sharp and in good condition.

Never hold a chisel while another employee swings the hammer.

RMD MANAGEMENT TOOLBOX OUTLINES

Issue Date: Aug. 1, 2004

Allocation: All Employees

Effective Date: Aug. 1, 2004

X RJ

MVS

Revision Date:

X DSP

Office

Safety for Life!

Your head is the most important part of your body. You think, feel, talk, smell, and hear with your head. Therefore, it makes sense that you should protect your head from any injury.

Wearing a hard hat is the first line of defense against head injuries on the job. A hard hat can protect your head against the hazard of falling material and guard against accidental bumping. The hard hat softens any blow to the head. It resists and deflects the blow and distributes the impact over a large area. The hat's suspension acts as a shock absorber. Even if the hat dents or shatters, it still takes some of the force out of the blow and off your head. It can also shield your scalp, face, neck, and shoulders against spills or splashes.

Choose the hard hat most suitable for the work being performed and only wear approved hard hats manufactured to meet required standards. These are made to give your head maximum protection. Make sure your hat fits correctly. Hats that fit right provide you with the most comfort and protection.

The ability of a hard hat to protect a worker depends on the shock absorbing space between the shell and head by the suspension provided. Therefore, it is important that sweat bands and suspension straps be properly adjusted to obtain the maximum protection. Sunlight and heat can rot the sweatband and straps, so don't leave your hard hat on the window ledge of your car. Take good care of your hard hat. Don't drop it, throw it or drill holes in it. Inspect your hard hat every day for cracks, gouges, and frays or breaks in the straps.

Colors can be used to identify different crafts and supervisory personnel, and should be encouraged and given consideration when purchasing hard hats. All levels of supervision should set the example by wearing hard hats. Observe and comply with "Hard Hat Area" sites. Remember! A hard hat is a status symbol; it identifies a safe worker, one who believes in and practices safety.

RMD MANAGEMENT SAFETY POLICIES

Issue Date: Aug. 1, 2004

Allocation: X All Employees

Effective Date: Aug. 1, 2004

RJ

MVS

Revision Date:

DSP

Office

Safety for Life!

RMD Management intends to provide information about chemical hazards and other hazardous substances and the control of hazards via this Hazard Communication Program which includes container labeling, Material Safety Data Sheets (MSDS) and training.

Material Safety Data Sheets (MSDS)

All manufacturers of hazardous substances are required to print information about these substances on sheets called "Material Safety Data Sheets" (MSDS) and supply them to their customers. The MSDS contains information about the ingredients of a substance, what dangerous effects on humans or animals result from using it, what protective measures or equipment should be used in order to handle it safely, what to do in case of emergency and other information.

Employee Training and Information

All newly - hired employees will receive Hazard Communication training during their initial safety orientation. Training shall also be given when new hazardous substances are introduced into the work area. In general, this training shall include:

1. Information regarding the hazardous substances in the work area.
2. How to read and interpret information on MSDS's and labels.
3. Any physical or health hazards associated with the use of a hazardous substance or mixture being used in the work area.
4. Proper precautions for handling.
5. Proper procedures for reporting of releases or threatened releases of hazardous substances.
6. Emergency procedures for spills, fires, disposal and first aid.
7. The details of the written hazard Communication Program, the availability and location of the Program and of MSDS's or other information.

8. Inform employees to immediately report all suspicious hazards to the supervisor.

Hazardous Non-Routine Tasks

Prior to starting work, employees will be given information by their supervisor about hazards to which they may be exposed during work activities. This information will include specific hazards; protective/safety measures which must be utilized; measures the company has taken to lessen the hazards including ventilation, respirator, presence of another employee and emergency procedures.

List of Hazardous Materials

1. Nitrogen
2. Acetylene
3. Insboard
4. Hydrogen Chloride Solution
5. Carbon Steel Electrode Prostar S-6
6. Carbon Steel
7. Degreaser
8. Cut off wheels and grinding wheels
9. Gasoline
10. Diesel
11. Cement
12. Lime

RMD MANAGEMENT TOOLBOX OUTLINES

Issue Date: Aug. 1, 2004

Allocation: X All Employees

Effective Date: Aug. 1, 2004

RJ

MVS

Revision Date:

DSP

Office

Safety for Life!

Hearing protection devices (HPD) such as earmuffs and earplugs can be an effective measure to protect hearing in noisy work environments. However, hearing protection devices are only effective if they are properly sized and carefully fitted into or over the ear. The two common HPD categories are earplugs and earmuffs.

There are several common types of hearing protection devices:

Formable earplugs made of expandable foam. One size fits most people.

Premolded earplugs made from flexible plastics. Often sold in different sizes, they should be selected to provide best fit for each ear.

Semi-aural devices, or canal caps, consisting of flexible tips on a lightweight headband. They provide less protection than earplugs or earmuffs but may be good for intermittent use.

Earmuffs having rigid cups with soft plastic cushions that seal around the ears.

The formable foam earplug must be narrowed and compressed by rolling before it is inserted into the ear canal. Once inserted, the earplug expands to fill the ear canal and to reduce noise transmission further into the ear. If it is inserted incorrectly, the foam earplug will provide much less protection against noise.

To properly fit a formable foam earplug:

1. With clean hands, slowly roll and compress a foam earplug into a very thin cylinder.
2. Reach around the head with one hand to pull the top of the ear slightly outward and upward while inserting an earplug into the ear canal with the other hand.
3. After insertion, hold foam earplugs in place with a fingertip for a few moments to ensure that the plug expands in the ear canal without moving out of the ear. In a noisy environment, the reduction in perceived sound level as the plug expands should be noticeable.
4. Have a coworker visually check the earplug.

If half or more of the earplug is sticking out of the ear canal, it's not fitted correctly and won't provide the designed protection.

To properly fit an earmuff:

1. Adjust the headband so that it sits comfortably on the head and so that the cushions exert even pressure around the ears.
2. Pull hair back and out from beneath the cushions to ensure a proper seal.
3. Muffs should fully enclose the ears.

Employees may express concern about the potential for HPDs, particularly earplugs, to cause ear infections. Precautions that can be taken involve the cleanliness of HPDs. Hands should be clean before rolling foam earplugs. If feasible, disposable earplugs should be discarded after each use. If reused, earplugs should be washed with warm water and soap and allowed to dry thoroughly before reuse.

In many worksites, keeping hands clean may not be feasible. Preformed earplugs often come with a plastic stick at the outer end. This type of earplug allows for insertion and removal without touching the part of the earplug that enters the ear.

Earmuffs are less likely than earplugs to contribute to ear infections. However, earmuff cushions should be periodically wiped or washed clean. Workers who experience multiple ear infections with earplugs should wear earmuffs. Workers should let employers know which HPDs are best for them to wear, and feedback from workers should be considered in purchasing HPDs. Employers' and employees' working together to select HPDs increases the likelihood that HPDs are worn when needed to protect against hearing loss.

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Issue Date: Aug. 1, 2004

Allocation: X All Employees

Effective Date: Aug. 1, 2004

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MVS

Revision Date:

DSP

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Safety for Life!

Summer heat can be cruel on the body. Heat can cause such illnesses as: heat rash, heat stress, heat cramps, heat exhaustion and heat stroke. These illnesses can start with symptoms of dizziness and quickly turn into something much more serious.

Here are some ways to beat the summer heat:

- Drink plenty of water. On hot days a person can sweat up to 3 gallons of perspiration. To replace necessary fluids drink 2-3 gallons of water on these days.
- Sweat extracts salt from the body. So during summer eat sodium rich foods such as: strawberries, celery, olives and other fruits and vegetables.
- Do not drink milky drinks that may turn and upset your stomach and stay away from alcohol. Drink water, sports drinks, or juices that will replenish your fluids.
- Standing still in the sun for long periods of time can cause heat exhaustion, therefore do not stand in one place while in the sun.
- Wear light-colored, loose-fitting clothing.
- Sun screen SPF 15 or higher is recommended.

Sun exposure can be devastating to your skin. Skin cancer cases are numerous among construction workers. People with light skin need to be extra careful. Skin cancers detected early can almost always be cured. The best way to detect skin cancer early is to do monthly self examinations looking for:

- Pale, wax-like, pearly nodules.
- Red, scaly, sharply outlined patches.
- Sores that don't heal.
- Small, mole-like growths.

RMD MANAGEMENT SAFETY POLICIES

Issue Date: Aug. 1, 2004

Allocation: X All Employees

Effective Date: Aug. 1, 2004

RJ

MVS

Revision Date:

DSP

Office

Safety for Life!

Lockout/Tagout

Any machine in need of repair or undergoing repair shall not be operated until it is repaired to proper operating conditions.

While machines are being repaired they shall be marked as out of order and the machines shall be made unable to operate until repaired.

No person shall assume a locked out machine has been repaired unless told so by a mechanic or supervisor.

General Machinery

All employees shall be certified through documented training before operating machinery.

Rated load capacities and hazard warnings shall be conspicuously posted on all equipment and strictly enforced.

Never use a cell phone while operating heavy machinery.

No one, besides the operator, will be allowed to sit, stand or ride on machinery.

Where there is a seatbelt, it must always be worn.

All machinery must be checked daily by operator to ensure it is in good working condition. Records of these checks will be kept on machinery.

All machinery with an obstructed rear view, shall have back-up alarms. If alarm malfunctions and does not work, discontinue use of machine until the alarm is repaired.

In order to talk to the machine operator, the machine must be shut off with the load in a safe position.

Employees shall never walk or stand under any load.

Whenever heavy machinery is parked, the parking brake must be set.

Do not adjust, oil, grease or repair equipment while it is in operation.

When machinery is in need of repair, it shall be locked out and tagged out and shall not be operated until repair is complete.

Forklifts & Skidsteers

Never ride on forks or load.

When forklifts are used for scaffolding work, a safety platform with guardrails secured to the forks shall be used.

Never race forklifts.

Never stand or walk under forks or between forks and load.

Always drive with the load set as close to the vehicle and ground as possible to avoid tip over.

Cranes

Never ride the hook or load.

Crane operators shall never swing loads above where persons are working or positioned.

Never exceed rated weight capacity of straps or chains.

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Issue Date: Aug. 1, 2004

Allocation: X All Employees

Effective Date: Aug. 1, 2004

RJ

MVS

Revision Date:

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Office

Safety for Life!

Where possible, keep floors of working areas clean and free of clutter, ice, grease and other materials that could cause slippage.

Dispose of trash and used materials properly. Put things back where you find them.

At the end of the day, employees should:

- Clean work area.
- Put all tools in their proper place.
- Lock toolboxes where possible.
- Be sure there is no possibility any materials left on scaffolding could fall.

Respect and be aware of others who are working on the job-site.

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Issue Date: June 10, 2008

Allocation: X All Employees

Effective Date: June 10, 2008

RJ

MVS

DSP

Revision Date:

Office

Safety for Life!

Stretching is a very important part of your day! It will help loosen your muscle allowing oxygen to get to your muscles and increase circulation. Stretching can reduce serious injuries if done right.

It is best to stretch after you have warmed your muscles up and after you are finished. This will prevent injuries and help you not to be sore the next day.

Common mistakes that happen when stretching:

- Don't stretch until you are in pain. You are just asking for trouble. Go until you feel a little tightness. Hold the stretch for 20 seconds or more. Don't rush!!!!!!
- Don't move too quickly because bouncing and jerking while you are stretching can cause your muscles to tear if they aren't warmed up.

RMD MANAGEMENT TOOLBOX OUTLINES

Issue Date: Aug. 1, 2004

Allocation: X All Employees

Effective Date: Aug. 1, 2004

RJ

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DSP

Revision Date:

Office

Safety for Life!

A great deal of what people believe or think about our company is what they see in our employees. Employees make lasting impressions by how they act or what they say on the job. These impressions can be for the betterment or detriment of the company. If we make good impressions using proper job etiquette, it will directly affect our work in a number of ways:

- Respect earns respect.
- Higher quality of work because of better communication between contractors and us.
- More work for the company which means more work for us.

Here are a few things we can do to reflect proper job etiquette.

- Treat owners and managers with respect. Listen to them and be informative.
- Treat customers with respect. Customers meaning homeowners, architects, and general contractors. Greet them with a smile and a warm welcome and listen to what they have to say.
- Review suggestions from general contractors, homeowners, or others with the job supervisor before implementing them. Never change the scope of the work without communicating with the job supervisor.
- Be polite and courteous around others.
- Use proper language. Abstain from profane language, catcalls and other crude gestures.
- Be respectful and cooperative of others working on site. Don't set up in walkways or high traffic areas when possible.

Doing these suggestions will win the respect of others for us and the company. This respect will directly affect us and make a difference on the job site.

RMD MANAGEMENT SAFETY POLICIES

Issue Date: Aug. 1, 2004

Allocation: X All Employees

Effective Date: Aug. 1, 2004

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Safety for Life!

Place ladder on a solid secure footing.

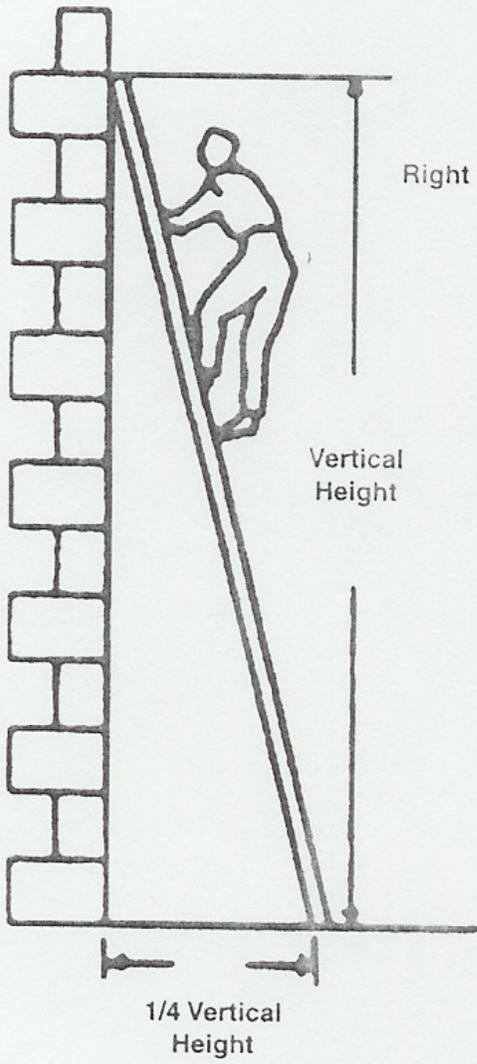
Only extend ladder when no one is on it.

Always face the ladder when going up or down.

Take one step at a time and maintain three points of contact with the ladder.

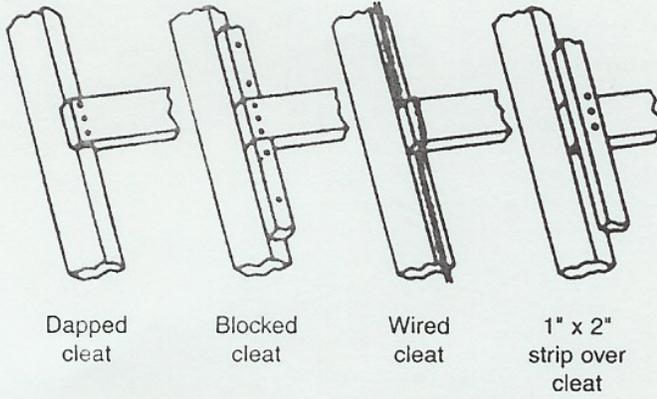
Carry tools and other materials in tool pockets or attached to a tool belt.

Never repair a ladder with makeshift parts.

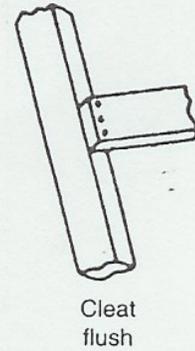


LADDERS MADE ON THE JOB

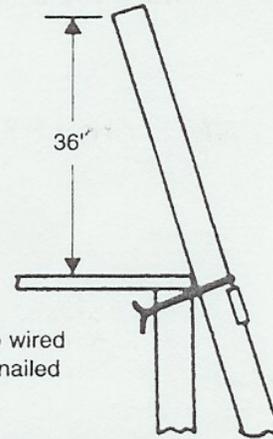
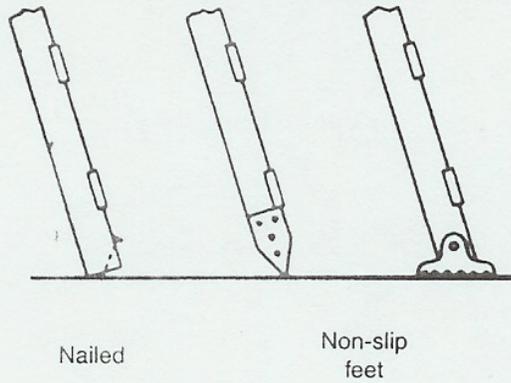
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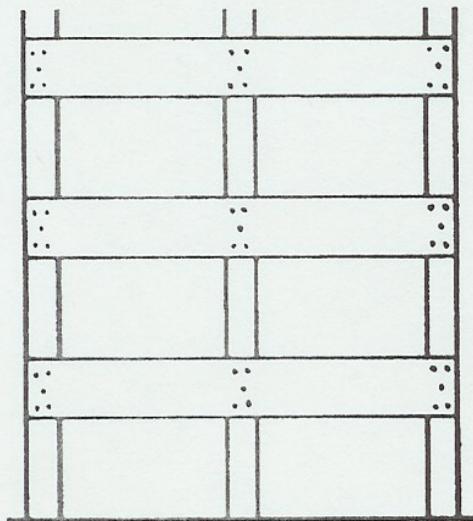
Not Approved



SECURED LADDERS

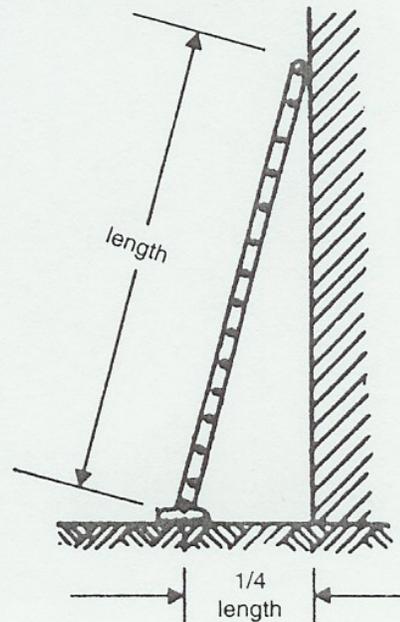


Double Cleat Ladder



Maximum length - 24 feet
 Rails - 2" x 6" minimum
 Rungs - 1" X 4" minimum

Recommended safe angle for portable ladders



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Issue Date: June 10, 2008

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Effective Date: June 10, 2008

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Revision Date:

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Safety for Life!

Load binders and chains are used to secure loaded down on trucks. Before tying down, look around the truck to make sure it's clear before throwing the chain/strap over.

Check the chains and straps for breaks, tears, or any kind of damage. If there is any damage to the chain/strap discard immediately and use a different one.

Make sure the load is secure before leaving. This way, we won't injury anyone or cause damage to the truck.

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Issue Date: June 10, 2008

Allocation: X All Employees

Effective Date: June 10, 2008

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Revision Date:

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Safety for Life!

The following slab-handling safety guidelines have been carefully developed and used in the handling of millions of slabs. Used in tandem with your own company's operating and safety procedures, they can help safeguard your well-being and protect other workers and customers who visit your facility.

Loading a Flatbed Truck with A-Frame Supports:

- When loading a flatbed truck with an A-frame, there should be a spotter on the ground and on the truck.
- The A-frame should be securely fastened to the bed of the truck.
- Slabs should be loaded face-to-face and back-to-back.
- When strapping slabs down on an A-frame truck, carpet can be used to protect the slabs from rubbing against the nylon straps.
- Belly straps are placed around the slabs first, to make them secure to the A-frame. Then, the slabs in the A-frame are fastened to the truck using four-inch straps that originate on the rail of the truck, go over the top of the slabs and terminate at the other rail. Placement of the straps should be next to the uprights of the A-frame.
- Slabs should always be loaded onto the A-frame in a decreasing height series to prevent breaking. The tallest slabs should always be on the inside.

Unloading:

- Use a spotter to guide the slab at all times.
- When using a boom to unload slabs from an A-frame at a customer location, outriggers on the truck must be secured.
- Place the boom into position above the bundles before unstrapping them.

Put the cables around the bundle, secure the ends into the hook and lift the bundle from the A-frame on the truck to an A-frame on the ground.

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Safety for Life!

The following slab-handling safety guidelines have been carefully developed and used in the handling of millions of slabs. Used in tandem with your own company's operating and safety procedures, they can help safeguard your well-being and protect other workers and customers who visit your facility.

Loading a Flatbed Truck without A-Frame Supports:

- When loading a flatbed truck without an A-frame, there should be a spotter on the ground and on the truck.
- Send the first bundle off-center.
- Keeping tension on the securing cables or straps, attach a 2 x 4 brace, cutting the bottom of the 2 x 4 at a 45-degree angle. These braces are used to keep the bundle from falling to the outside of the truck.
- Next, a chain is temporarily applied to the bundle to keep it from falling to the center of the truck. Once the bundle is secure, the cable is removed.
- The second bundle is set parallel, directly next to the first bundle. Then, bracing is measured and placed between the bundles as a stabilizer, as well as on top of the bundles, tying the two bundles together on each side of the uprights.
- Once the bundles are stabilized, the temporary chain can be removed to further stabilize the two bundles together. When the 2 x 4 side braces are added to the other side, the cable can be removed.
- Two chains are required per upright at each end of the bundle. Chains are then attached to the bed of the truck with binders. A strap can be added for further protection. *As a precaution, the truck driver should check the condition of the chains every 100 miles while on the road.*

Unloading:

- To remove the bundles from the flatbed truck, simply reverse the process.
- Use a spotter to guide the slabs at all times.
- Remember to set wheel chocks and outriggers as required.

When loading a customer's truck at your company location, the warehouseman should always guide slabs at an arm's length away.

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Issue Date: June 10, 2008

Allocation: X All Employees

Effective Date: June 10, 2008

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Revision Date:

Office

Safety for Life!

Machinery or equipment that starts up unexpectedly or releases stored energy while someone is performing maintenance or repairs can cause serious injury. Lockout/tagout procedures prevent these types of accidents from happening. Although only authorized employees are permitted to perform lockout procedures and to remove locks and tags, all employees need to understand lockout and tagout procedures.

What is Lockout?

Lockout means putting a lock on a machine or piece of equipment to make sure it stays off. Electrical, mechanical, chemical, thermal, hydraulic, pneumatic, raised-weight, pressurized and coiled-spring systems must be neutralized for safety during maintenance and repairs.

A lockout device is a lock, block or chain that keeps a switch, valve or lever in the “off” position. Lockout locks must meet special requirements and must be identified by the name of the worker who installs and removes them. Only use locks provided by your employer for lockout purposes. Never use these locks for toolboxes, storage sheds or other uses.

What is Tagout?

When equipment can't be locked out, it must be tagged out with a special tag that warns workers to not start up the equipment. A tag is not a physical restraint. Tags must clearly state: “Do not operate or remove this tag.” Tags must be placed on each handle, push button, lever or circuit breaker used to energize the equipment.

Tags must meet special requirements and show the identity of the authorized employee. Both locks and tags must be strong enough to prevent unauthorized removal and to withstand various environmental conditions.

RMD MANAGEMENT TOOLBOX OUTLINES

Issue Date: Aug. 1, 2004

Allocation: X All Employees

Effective Date: Aug. 1, 2004

RJ

MVS

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Revision Date:

DSP

Safety for Life!

Power-driven machines or machine tools include grinders and block saws. Because of the speed at which these machines operate, there is a high risk of accidents. Maintenance and training are the two most important factors in reducing this risk.

Maintenance

- New equipment must be inspected prior to use.
- All machine tools must be inspected daily.
- If a tool has any defect or problem, it must be fixed before use.

Training

- Never leave machine tools running unattended.
- Never make adjustments or change blade while the machine is running.
- Never transport a machine tool until the tool has completely stopped running.
- Keep the work area clean so as to reduce the risk of particles or objects being thrown by the blade.
- Wear safety boots, safety glasses, and ear protection.
- Do not spit into coolant.
- Do not wear loose fitting clothing or jewelry.
- Cover long hair to prevent it from getting caught on the blade or a belt.

Following these precautions we can operate machine tools in a safe way and prevent many unnecessary accidents. Be smart and work carefully.

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Issue Date: June 10, 2008

Allocation: X All Employees

Effective Date: June 10, 2008

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Revision Date:

Office

Safety for Life!

A major potential hazard in this industry involves working with stone slabs in the shop or on the residential or commercial job site. You can avoid serious injury by following these precautions and paying strict attention to the job at hand.

What can you do?

- Avoid lifting, where possible and practical, by pushing, pulling, rolling or sliding slabs to be moved.
 - Use mechanical aids (slab dollies, suction lifts, scissor clamps, etc.) or
 - request help from other coworkers when necessary.
 - You should not attempt to manually lift items weighing over 75 pounds.
- Warm up before lifting. Stretch with side and back bends.
- Lift only loads that can be safely handled. Consider the size, weight and shape of the slab.
- The technique to proper lifting is to bend your knees, not your back, and let the more powerful leg muscles do most of the work.
- Establish good footing. Keep the load close to your body. Bend at the knees as you grasp the slab. Get a full handgrip; keep your body erect and your spine in an upright (vertical) position.
- Lift smoothly, straightening the legs (avoid jerky lifts). Reverse the procedure to set the slab down.
- Avoid twisting your body when lifting. When turning, shift the position of your feet rather than twisting your body at the waist.
- Wearing a protective belt when lifting is recommended.
- Never lift or carry a stone slab in the flat (horizontal) position. Always lift the slab on end in the vertical position. Lifting the slab flat can cause the slab to break, causing injury.
- When unloading slabs, never let a coworker support a slab alone.
- Never jump off a dock onto a truck containing slabs. This could cause the slabs to shift or tip over.
- Always stand at the end of the slab.
- Failure to follow these safety procedures properly or to pay attention to workplace hazards can result in serious injury to you and your coworkers.

RMD MANAGEMENT SAFETY POLICIES

Issue Date: Aug. 1, 2004

Allocation: All Employees

Effective Date: Aug. 1, 2004

X RJ

MVS

DSP

Revision Date:

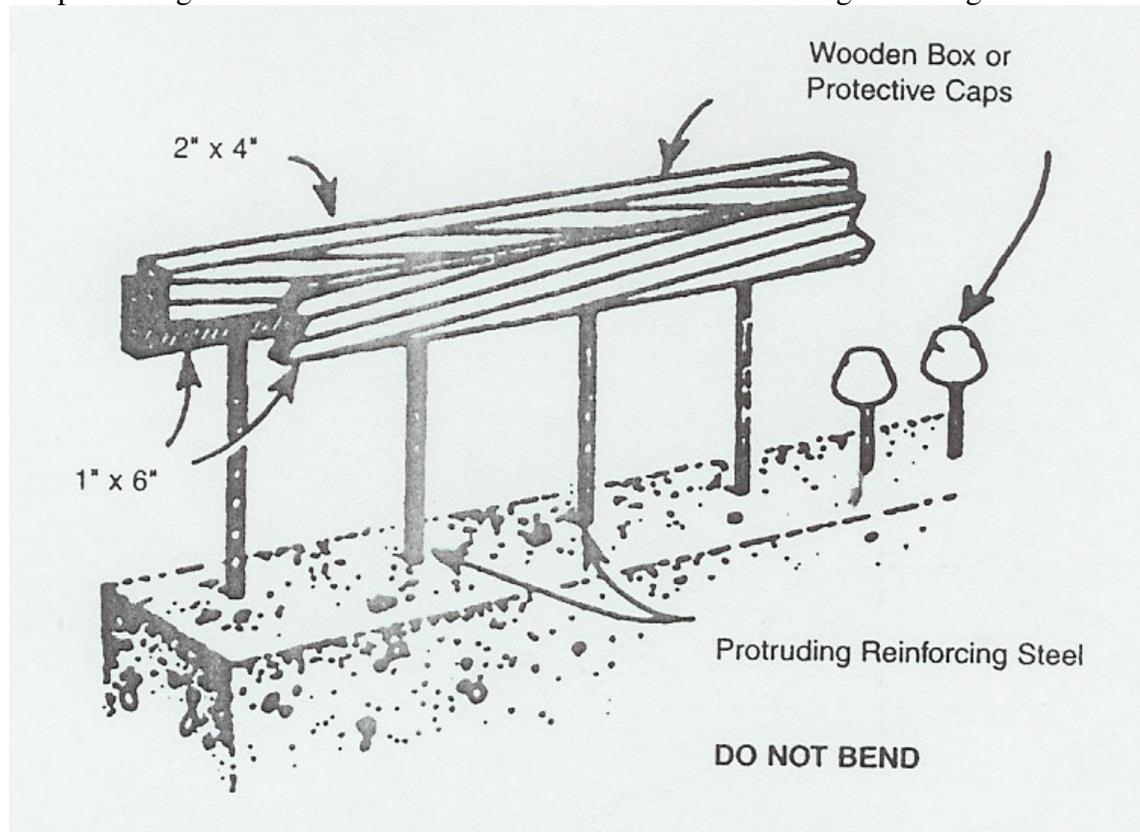
Office

Safety for Life!

No construction loads shall be placed on a masonry structure unless the foreman has inspected the structure and determines it to be capable of supporting the load.

All masonry walls more than 8' in height shall be adequately braced to prevent overturning. The bracing shall remain in place until the wall has been permanently structurally braced.

All protruding reinforced steel onto which there is a risk of falling shall be guarded to eliminate impalement.



Only those employees necessary to perform the jacking operation will be admitted into the structure.

Jacking equipment shall be capable of supporting at least two and one-half times the load.

Material Handling Ground to Roof

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Safety for Life!

When moving material from ground to roof or roof to ground, we always need to have another person to help us safely. You may think its small and you don't need help, but you could hurt your back, hand, wrist, you could fall, etc. If you have another person to help you, your job will become easier and most of the time go faster.

RMD MANAGEMENT SAFETY POLICIES

Issue Date: Aug. 1, 2004

Allocation: All Employees

Effective Date: Aug. 1, 2004

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Safety for Life!

All personal protective equipment shall be of safe design and construction for the work to be performed.

Head Protection

Head protection (helmets) shall be worn by employees working in areas where there is a possible danger of head injury from impact, or from falling or flying objects. Hard hats are required while working on or under scaffolding.

Helmets for the protection of employees against impact and penetration of falling and flying objects shall be of safe design and construction.

Hearing Protection

Wherever it is not feasible to reduce the noise levels or duration of exposures as specified in Table D-2, Permissible Noise Exposures, ear protective devices shall be provided and used. In all cases where employees are exposed to sound levels exceeding the values shown herein, employees shall be enrolled in the Hearing Conservation Program.

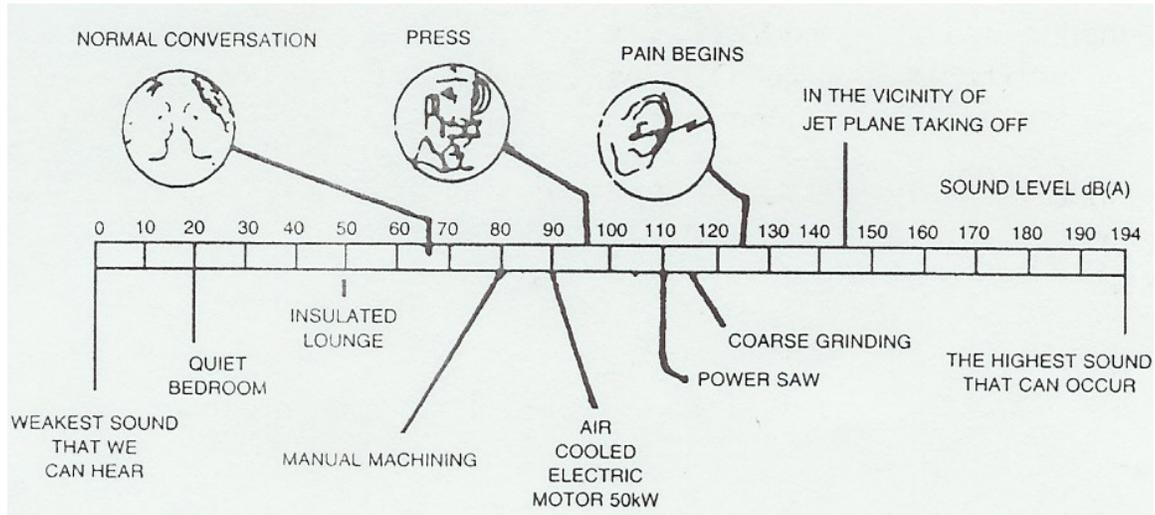
Hearing protection is required in the saw shop and while operating block saws, guillotines, pneumatic tools and other high noise tools.

Radios and headphones should not be used during working hours.

TABLE D-2 - PERMISSIBLE NOISE EXPOSURES

Duration per day, hours	Sound level dBA slow response
8.....	90
6.....	92
4.....	95
3.....	97
2.....	100
1 1/2.....	102
1.....	105
1/2.....	110
1/4 or less.....	115

Hearing loss from noise is PAINLESS, PROGRESSIVE, AND PERMANENT. This scale will give you an idea of what to watch out for.



Eye Protection

Employees shall wear eye protection while chipping, using grinder or cutting torch and during use of other tools or machinery that present risk of eye injury.

Eye and face protection shall meet OSHA requirements.

While welding employees shall wear eye protection and a welding helmet with the proper lenses for the metal being used.

While using table grinders employees shall wear eye protection and a face shield.

Safety Boots

Safety (steel-toed) boots are strongly recommended while on the jobsite.

Proper Dress

Each employee should wear clothing suitable for the job they are performing. Overly loose fitting or baggy clothing, jewelry, untied long hair and tank-tops are not permitted.

Personal neatness is valued. Shirts and pants are always required.

Respiratory Protection

Dust masks shall be used where there is any risk of inhaling harmful particles such as silica and gaseous vapors.

RMD MANAGEMENT SAFETY POLICIES

Issue Date: Aug. 1, 2004

Allocation: X All Employees

Effective Date: Aug. 1, 2004

RJ

MVS

Revision Date:

DSP

Office

Safety for Life!

Always wear safety glasses and hearing protection while using pneumatic tools.

Verify the bit is properly secured before operating tool to minimize the possibility of ejecting the bit or chisel.

Always keep both hands on the handle(s) of the tool in order to maintain constant control.

Pneumatic-powered tools shall be disconnected from the air source while not in use and while changing bits.

Hold the tool firmly against working surface while working and starting work. Never start the tool lying on the ground.

Bits should be kept sharp and in good condition.

All hoses larger than ½" ID shall have a safety clamp at the compressor connection to reduce risk of hose swiping.

RMD MANAGEMENT SAFETY POLICIES

Issue Date: Aug. 1, 2004

Allocation: X All Employees

Effective Date: Aug. 1, 2004

RJ

MVS

Revision Date:

DSP

Office

Safety for Life!

All employees using powder actuated tools shall be trained and certified in their use.

Safety glasses must be worn.

Only load powder actuated tools directly before use and never leave a tool loaded and unattended.

Never leave loads unattended.

Always insert fastener before cocking tool.

Never cock the tool against anyone.

In case of misfire:

- Keep tool against firing surface for thirty seconds.
- Recock the firing mechanism by removing the tool two inches off of the firing surface and replacing it, then refire.
- If tool fails to fire for a second time, remove cartridge and move on to the next.
- Discard misfired cartridges in water or oil to dissolve powder.

A powder-actuated tool (PAT) is a tool that gets its power from an explosive charge. The tool uses the expanding gas from the explosion to drive a fastener into materials such as masonry, concrete, steel, and other hard surfaces. Only trained, competent, and authorized persons are permitted to operate a powder-actuated tool (also known as explosive-actuated tools). The training should be in accordance with the specific tool manufacturer's criteria. A card verifying training should be issued to the authorized person after training is completed. Unauthorized or improper use of a powder-actuated tool could result in a serious injury or a death.

Even if you have been trained and authorized to use a PAT, test the tool each day before loading using the testing method recommended by the manufacturer. Make sure the muzzle end of the tool has a protective shield centered perpendicular to the barrel to stop flying fragments. (The tool should be designed not to fire unless this shield is in place.) If you find that the tool is damaged or defective, tag it as such and remove it from service immediately.

A powder-actuated tool operates like a loaded gun so it should be handled with the same respect and safety precautions. When a job calls for a PAT, be sure to choose the correct cartridge for the fastener being used then load the tool just before you intend to use it, keeping your hands clear of the open barrel end. Never carry

a loaded PAT from job to job and don't leave it unattended. As with a gun, always keep the tool pointed in a safe direction; never point it at anyone.

When using a PAT, be sure to wear the appropriate personal protection equipment including safety glasses or a face shield and hearing protection. A powder-actuated tool must be held firmly against and perpendicular to the surface into which it's driving the fastener. Securely brace yourself when using PATs on ladders or scaffolds to maintain good balance.

Only shoot into a surface you're certain will safely contain the fastener; never shoot into a blind surface. Take the time to check the other side of your surface to ensure that no one is in the path of the fastener. When driving fasteners into materials like brick or concrete, stay at least 3 inches away from an edge or corner. With steel, the fastener must not come any closer than one-half inch from a corner or edge. Keep bystanders away from the work area. Shields for protecting workers against a possible ricochet may be necessary in the working area.

Never drive fasteners into very hard or brittle materials like cast iron, glass blocks, glazed tile or other material that the fastener could shatter, ricochet off or pass through. And don't drive fasteners into a spalled area or where a previous fastening was unsuccessful. Be especially careful that you don't use a powder-actuated tool in flammable, combustible or explosive environments.

If a PAT misfires, wait at least 30 seconds, and then try firing it again. If it still doesn't fire, wait another 30 seconds so that the faulty cartridge is less likely to go off. Then, carefully remove the cartridge, and place it in water.

RMD MANAGEMENT SAFETY POLICIES

Issue Date: June 10, 2008

Allocation: X All Employees

Effective Date: June 10, 2008

RJ

MVS

DSP

Revision Date:

Office

Safety for Life!

Each year, thousands of workers are seriously injured by gas or electric power saws. The leading cause of power saw fatalities is electrical shock.

What can happen?

- You can be badly cut or burned using a power saw.
- You can get sprains and strains.
- You could lose your hearing.
- Grit and dust from using the saws can hurt your eyes.
- Dust can hurt your lungs. **If you dry-cut masonry or stone that has silica in it, you can get silicosis and it can kill you.**
- An electric saw can electrocute you.
- A gas-powered saw can cause carbon monoxide poisoning and kill you.

What precautions can you take? Some ways you can protect yourself:

- Utilize the safety and health training received from your employer.
- Read the owner's manual before you first use a saw.
- Keep blades sharp, clean, and oiled.
- Inspect blades for cracks.
- Wear goggles or safety glasses with side shields, even if you wear a face shield.
- Do not wear jewelry, such as chains.
- Do not wear loose clothes.
- If you have long hair, tie it inside your hard hat.
- Wear hearing protection.
- Do not cut unless you have a clear work area and solid footing.
- Do not use a power saw when you are on a scaffold.
- Keep coworkers away from the saw when you are using it.

How can engineering solutions help?

- Wet-cutting is the best way to control dust.
- Local-exhaust ventilation can capture the dust at the blade.
- Respirators must be used when the above measures are unfeasible.

- Double-insulated electric saws, 3-prong plugs, grounded outlets and GFCI's protect you from electrocution.
- Unplug a saw before you change a blade.
- Make sure the saw blade is not touching anything before you turn on a saw.

Keep the blade guard and other safety devices in place.

RMD MANAGEMENT TOOLBOX OUTLINES

Issue Date: Aug. 1, 2004

Allocation: X All Employees

Effective Date: Aug. 1, 2004

RJ

MVS

Revision Date:

DSP

Office

Safety for Life!

Portable electric power tools are just what their name implies, power tools. Because they're powerful workers need to be aware of their limitations and potential hazards.

Use and maintain tools with care. Keep them sharp and clean for their best and safest performance. Follow the manufacturer's instructions for lubricating and changing tool accessories. Use the right tool for the job. Don't force a small tool or attachment to do the job of a heavy-duty tool. It overstrains the tool and overloads the motor. Keep guards in place and follow lockout/tagout procedures. Unless it's designed for it, never use a portable electric tool where there are flammable vapors or gases present.

If the tool is equipped with a three-prong plug, it should be plugged into a three-hole electrical receptacle. If an adapter is used to accommodate it to a two-prong receptacle, the adapter wire must be attached to a known ground. Never remove the third prong.

Keep the cord in good condition. Keep it away from heat, oil, and sharp edges. Never carry a tool by its cord, or yank the cord to disconnect it from a receptacle and never carry a plug-in tool with your finger on the switch. Report any defective or broken plugs and insulation on cords. Take the tool out of service to be repaired or replaced.

The greatest hazard of power tools is electric shock, so make sure the tool is properly grounded before it's turned on. It's dangerous to use power tools in damp or wet locations or if the worker is perspiring. Moisture helps electricity flow more easily through the body. Rubber gloves and footwear are recommended when working outdoors where it's damp.

Wear proper clothing and personal protective equipment when working with power tools. Loose clothing or jewelry that can get caught in moving parts. Safety glasses or goggles can protect against flying particles or chips from entering the eye. Keep others out of the plane of rotation so they won't be hit by flying particles.

Keep your balance and proper footing when working with power tools, being careful not to overreach. When you've finished with the tool, put it down or store it so that it can't cause an injury to another worker. Keep the work area well lit and clean. Cluttered areas and benches invite accidents.

RMD MANAGEMENT SAFETY POLICIES

Issue Date: June 10, 2008

Allocation: X All Employees

Effective Date: June 10, 2008

RJ

MVS

DSP

Revision Date:

Office

Safety for Life!

High Pressure sprays can cause serious injury. Never aim or point the gun/wand at yourself or anyone else. Putting fingers or any body part directly in front of the spray nozzle because it will cause damage.

Wear protection to cut down on the noise.

Wear eye protection or a face shield to prevent fragments from flying around you to cause serious damage.

Wear long pants and boots/shoes. If using chemicals, cleaning detergents, or other substances, it is wise to wear other protective equipment.

It is recommended to keep a minimum of 50 feet away from the power washer when in use.

Don't spray directly on glass or fragile items.

After turning off the power washer and water, you need to release the pressure that is still in the wand by triggering the gun to release pressure and water.

Don't run the power washer in an enclosed area. The exhaust fumes cause carbon monoxide to be built up in the enclosed area. This can cause serious injury or death if inhaled to long.

Check the power washer to make sure that there is not any damage to any hoses, fittings, leaks, etc.

RMD MANAGEMENT SAFETY POLICIES

Issue Date: Aug. 1, 2004

Allocation: All Employees

Effective Date: Aug. 1, 2004

X RJ

X MVS

Revision Date:

DSP

Office

Safety for Life!

Never use or store flammable liquids near heaters such as: gas, kerosene, grease or oils.

Always place heater on a level non flammable surface.

Keep heater in a safe working condition. Replace damaged guards or parts.

Light match before turning on gas to pilot in order to minimize gas leaking.

If you smell gas do not attempt to light the heater. You should turn off gas to appliance, clear the immediate area and let sit until fumes clear.

All hoses must be inspected daily, checking for any possible leaking hazard such as cracks or punctures.

RMD MANAGEMENT SAFETY POLICIES

Issue Date: June 10, 2008

Allocation: X All Employees

Effective Date: June 10, 2008

RJ

MVS

DSP

Revision Date:

Office

Safety for Life!

Proper lifting has two steps: Mental Lifting and Physical Lifting.

Mental

1. Size up the load.
 - a) How much does it weigh?
 - b) How much do you weigh?
 - c) Can you lift it safely?
2. Get help if the load is too bulky or heavy. Use machinery when possible.
3. Check the pathway for obstacles and elevation changes such as steps.

Physical

1. Lift it properly
 - a) Keep your back straight; tuck in your chin.
 - b) Place your feet apart, one ahead of the other.
 - c) Grip load with palm and fingers, not fingers alone.
 - d) Bring load close to your body by tucking elbows in.
 - e) Lift with your legs and arms, not your back.
 - f) Compress your stomach muscles.
 - g) Keep a clear view over the load as you lift.
 - h) When turning, don't twist your back, instead turn your whole body as a unit.
 - i) DO NOT LIFT AND TWIST IN THE SAME MOTION.
2. Team lift
 - a) Pick one person to call the signals.
 - b) Walk in step.
 - c) Lower the load together.
3. Push, don't pull

Awkward Lifting

Overhead lifting: Use a ladder, stool or platform to avoid overreaching.

Test weight, slide object towards you and hug it as you descend.

Lower object to a coworker if possible.

Long loads: Heavy loads have a coworker help by carrying it on your shoulders.

Light loads are to be carried on your shoulder with the front end higher than the rear.

Reaching into a bin: Feet shoulder width apart with knees bent slightly.

Squat as far down as comfortable, using your hips and knees, not your waist.

Slide the load as close to you as possible while tightening abdominal muscles.

Brace your knees against the sides of the container for support.

Raise yourself, using your leg and hip muscles, not your back.

RMD MANAGEMENT TOOLBOX OUTLINES

Issue Date: Aug. 1, 2004

Allocation: X All Employees

Effective Date: Aug. 1, 2004

RJ

MVS

Revision Date:

DSP

Office

Safety for Life!

Respirators are a type of personal protective equipment used to provide protection against worker exposure to airborne substances. Respirators are devices worn over the mouth, nose and sometimes the eyes, that help you breathe safely in a hazardous area. The best method of controlling exposures to airborne substances is to prevent the air from becoming contaminated in the first place. This should be accomplished as much as possible by engineering controls, such as local exhaust ventilation. When airborne exposures cannot be controlled, or while controls are being installed, appropriate respirators may be used.

The need for respiratory protection may exist in any line of work. It is the employer's responsibility to determine if the work you do should be performed while wearing a respirator. Your employer will provide you with the right respirator for your job. You should not use any other respiratory protective device at work without the full understanding and agreement of your employer. Before a worker may use a respirator, he/she must pass a medical evaluation, be trained in the use, maintenance, inspection, and care of the respirator, and be fit-tested.

There are three basic types of respirators.

1. Air-purifying respirator – these respirators remove air contaminants by filtering, absorbing, adsorbing, or chemical reaction with the contaminants as they pass through the respirator cartridge. This respirator is to be used only where adequate oxygen (19.5 to 23.5 percent) is available.
2. Supplied-air respirator – these respirators provide breathing air separate from the environment. The breathing air is supplied to the respirator through an airline. This type of respirator is to be used when the hazardous substance has little odor, taste, warning properties, or when the substance is in such high concentration or toxicity, that an air-purifying respirator is inadequate to protect you.
3. Self-Contained Breathing Apparatus (SCBA) – this type of respirator allows the user complete independence from an airline and offers the greatest degree of protection. However, it is also the most complex type of respirator. Training and practice in its use and maintenance is essential.

The proper selection and use of respiratory protection is essential to controlling airborne exposures with respirators. A written respiratory protection program must be established and implemented. Prior to the use of respiratory protection, selection of the proper type of respirator by the employer should be based on the following:

- Identify the substance or substances against which protection is necessary.
- Determine the hazards of each substance.

Evaluate the conditions of exposure and the air concentrations of the substances.

Verify that there is adequate oxygen in the air.

Provide each employee who will be wearing a respirator with a medical evaluation prior to using a respirator.

Fit the respirator carefully and instruct the worker in its use.

Know the limitations of the respiratory protective device.

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Issue Date: Aug. 1, 2004

Allocation: X All Employees

Effective Date: Aug. 1, 2004

RJ

MVS

DSP

Revision Date:

Office

Safety for Life!

RMD Management promotes a drug free work place. Listed below in the following three pages are the rules and obligations associated with this policy. Those that do not adhere to it will be subject to disciplinary action which could include termination.

RMD Management, Inc.

2276 South Daniels Road
Heber City, UT 84032
(435) 654-3334

DRUG-FREE WORKPLACE POLICY SUMMARY

RMD Management, Inc., in the interest of maintaining the public trust and promoting efficient execution of public policy, has a compelling obligation to eliminate illegal drug use from the workplace.

Illegal drug use conflicts with and is contrary to state law and the Federal Drug-Free Workplace Act of 1988. Possession, use, distribution or manufacture of alcohol or other drugs in the workplace is prohibited. Involvement of any type with alcohol and/or drugs which interferes with an employee's ability to perform their duties, regardless of where and when the drugs are consumed, is also a concern which must be addressed by the supervisor as well as the individual. Violation of drug-free rules and laws may result in disciplinary action which could include termination.

It is the policy of RMD Management, Inc. that the workplace be drug free. Employees with problems related to substance abuse will be encouraged to seek assistance through rehabilitation programs or private services. All employee assistance referrals will be kept strictly confidential.

A drug testing program has been implemented. Additional information relative to this policy may be found in the RMD Management, Inc. Drug Policy, which can be obtained from the office. On occasion, employees may be subject to additional federal, state and OCIP rules and regulations regarding substance abuse policies.

All prospective employees are subject to drug screening prior to beginning employment with RMD Management, Inc. RMD Management Inc. Also reserves the right to do additional drug screens based on cause, post accident tests, or random drug screens.

I understand the RMD Management, Inc. Drug Policy and know that I may obtain a copy of it if I wish. I understand that I must abide by that policy or be subject to disciplinary action.

Signature of Employee

Date

Signature of Witness

Employee Name (please print)

RMD Management, Inc.

2276 South Daniels Road
Heber City, UT 84032
(435) 654-3334

EMPLOYEE/APPLICANT CONSENT TO PHYSICAL EXAMINATION AND TEST FOR CONTROLLED SUBSTANCES (DRUGS) AND/OR ALCOHOL

CONFIDENTIAL

Employee/Applicant Name (please print)

Social Security Number

I hereby voluntarily consent to a physical examination and tests to be conducted by company designated physicians and/or other appropriate medical personnel contracted to perform this service by RMD Management, Inc. I specifically voluntarily consent to the taking of samples of my blood, urine, breath and any other samples for testing to determine the presence of drugs and/or alcohol in my system. I voluntarily authorize the release of medical information concerning the results of my physical examination and tests to company supervisors and management who will use it to determine if I am in compliance with company work rules and policies on drugs and/or alcohol. I understand that I am entitled to a copy of this authorization. I also understand that refusal by me to sign this consent will be cause for discharge or ineligibility for employment. This authorization shall remain valid at all times during the period of employment.

Employee/Applicant Signature

Date

Signature of Witness

DO NOT SIGN BELOW THIS LINE UNLESS YOU ARE REFUSING TO CONSENT TO TESTING



EMPLOYEE/APPLICANT REFUSAL TO CONSENT TO PHYSICAL EXAMINATION AND TEST FOR CONTROLLED SUBSTANCES (DRUGS) AND/OR ALCOHOL

I decline to authorize RMD Management, Inc. to perform a physical examination and tests for drugs and/or alcohol or the release of results to company supervisors and management. I understand that refusal by me to sign this consent will be cause for discharge or ineligibility for employment with RMD Management, Inc.

Employee/Applicant Signature

Date

Signature of Witness

RMD Management, Inc.
CONTRACT Regarding Substance Abuse

When the results of a substance abuse test for an employee are positive, the following steps will be followed:

- 1) The employee must meet with company owners (Robert John Hicken and/or Paul Ballif). In addition, the employee’s supervisor may be in attendance at the meeting.
- 2) The employee may NOT drive company-owned vehicles or operate any equipment until he/she provides proof of negative results from substance abuse testing. Drivers of company-owned vehicles may also be subject to DOT regulations.
- 3) The employee will be subject to random drug testing at any time within the following forty-five days. If the results of that random testing are positive, the employee will be responsible for payment of the testing services. This amount will be deducted from the employee’s paycheck.
- 4) In the event that an employee has a second substance abuse test with positive results, the following steps must be followed:
 - a) In order for employment to continue, the employee must show proof of enrollment in a substance abuse program. The enrollment must take place within ten days. If the employee does not show adequate proof of enrollment within ten days, he/she will not be eligible to work. If adequate proof is not provided within ten days, it is deemed that the employee has terminated employment. *(A list of county substance abuse assessment programs is provided below. However, the employee may also choose to enroll in a private substance abuse program.)*
 - b) The employee will be subject to monthly substance abuse tests over the next six-month period. These tests will be requested at the discretion of company owners and may be administered without prior notice. If the results of these random tests are positive, the employee will be responsible for payment of the testing services. This amount will be deducted from the employee’s paycheck.
 - c) The employee must provide proof of successful completion of the substance abuse program.
- 5) In the event that an employee has a third substance abuse test with positive results, employment will be terminated.

I understand the above terms and conditions and hereby agree to them.

Employee Signature

Date

Witness

Date

County Substance Abuse Assessment Programs

Utah County Substance Abuse	(801) 370-8428
Wasatch County Substance Abuse	(435) 654-3003
Summit County-Valley Mental Health	(435) 649-9079
Salt Lake County Substance Abuse	(801) 469-2009

RMD MANAGEMENT TOOLBOX OUTLINES

Issue Date: Aug. 1, 2004

Allocation: X All Employees

Effective Date: Aug. 1, 2004

RJ

MVS

Revision Date:

DSP

Office

Safety for Life!

Many workers have been near an operating portable, abrasive saw or grinder without ever realizing their danger. Personal safety can be endangered by several functions of this type of machinery - by the power source, blade, wheel or from a disk failure or hazard from flying or airborne particles.

Before use, tools, cords and accessories should be inspected to insure safe operation. The equipment operator should be protected from electrocution by a ground-fault circuit interrupter or an assured equipment grounding conductor program. No one should ever be permitted to use an electrical tool in wet or damp areas. Operators of compressed air and hydraulically operated tools should make certain supply pressure does not exceed the tool manufacturer's recommendations. Excessive pressure can rupture hoses, damage tools, and increase operating speed beyond safe limits.

Some abrasive saws are gasoline powered and should only be used in well ventilated areas. Operators of gasoline powered equipment should comply with all flammable liquid storage or transportation guidelines, and follow applicable regulations.

Here are some blade, wheel and disk tips worth remembering:

1. Never use an unguarded tool
2. Never force a blade, wheel or disk onto a tool
3. Never use a blade, wheel or disk that has been dropped or otherwise damaged
4. Never use excessive tool force
5. Never stand in front of an operating tool
6. Never exceed the safe maximum operating speed marked on the blade, wheel or disk

Workers should also be aware of the airborne health hazards which can come from abrasives and bonders in blades, wheels, or disks and also from the materials on which the saws and grinders are used. They should be instructed in the use of any personal protective equipment, including face or eye shields and respirators, necessary to protect them from physical or airborne hazards when working with or around portable abrasive saws and grinders.

RMD MANAGEMENT TOOLBOX OUTLINES

Issue Date: Aug. 1, 2004

Allocation: All Employees

Effective Date: Aug. 1, 2004

X RJ

MVS

Revision Date:

DSP

Office

Safety for Life!

Scaffolding allows workers to do their jobs at elevated heights. Scaffolding includes suspended systems from buildings, supported systems from the ground, and aerial systems on mobile equipment. If not properly trained, those who work on scaffolding systems are at risk for falls or falling objects which could cause serious or even fatal injuries.

To prevent falls, scaffolding equipment should be properly installed and operated. An OSHA-defined “qualified person” should study the load, bracing, and safety code requirements for each job site. Properly designed scaffolding systems have work levels that are decked with regulation-sized planks and have appropriate worker access. Depending on the height of the scaffold, fall protection can include safety harnesses, guardrails or toe boards.

A “competent person” as described by OSHA, should inspect the scaffolding before each use to see that it is in good condition and operable. Scaffolding should be plumb and level and in firm contact with a stable surface. The scaffolding should be sturdy with all nuts and bolts tightened. Damaged or improperly constructed equipment should not be used. To avoid electrocution hazards, power lines should be at least 12 feet away the scaffold.

Before a scaffold job begins, all workers should receive training on that particular scaffolding system. Training should cover all required personal fall protection equipment. Workers should be trained in how to correctly wear the protection device, how to inspect it before each use, and how to recognize when the equipment should be removed from service. Workers should know to keep their body belt or harness system drop lines away from sharp surfaces and corrosive materials that may weaken the protection device and cause it to fail. They should also be instructed to secure drop lines to separate, sturdy anchor points on structural members of the scaffolding.

Workers should only climb the scaffolding from designated areas on the structure or on properly installed ladders. Workers should practice good climbing techniques including facing the rungs when climbing up or down; using tool belts or approved hoists to carry materials up to the jobsite and thus allow the use of both hands; and establishing solid footing and balance before climbing the structure.

Workers must practice safe behaviors on scaffolding at all times. Only one person should stand on an individual plank at a time. Materials should not be hoisted or placed on cantilevered platforms unless they are designed for it. Bridges between scaffold towers should not be constructed unless a “qualified person” designed them. Workers should also be aware of activities taking place overhead and try to keep tools away from the edges of the scaffold and platform openings so they don’t drop on workers below. If workers have

received proper training and education in scaffold systems, fall protection equipment, and proper scaffold work practices, they can work safely and feel safe at elevated heights.

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Issue Date: Aug. 1, 2004

Allocation: X All Employees

Effective Date: Aug. 1, 2004

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MVS

Revision Date:

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Safety for Life!

Thousands of people, apparently believing themselves immune to the laws of physics, die each day as a result of vehicle accidents because they were not wearing seatbelts. According to the laws of physics, if a vehicle is traveling at 30 miles per hour, its contents and passengers are also moving at 30 miles per hour. Seatbelts can mean the difference between life and death when a vehicle makes a sudden stop at 30 mph.

People are a vehicle's most valuable content and seatbelts keep people in place. In a crash, unbelted passengers will fly toward the point of impact, colliding with anything in their path, like dashboards, windshield or steering wheels with several pounds of moving force. While it's dangerous to smash into a dashboard or windshield, it can be deadly to be "thrown clear." Thrown clear of what? Telephone poles, trees, or oncoming traffic? Thrown through what? The windshield or door? Airborne objects maintain momentum as they sail, without the option of where or how they land. In a collision, passengers launched from a vehicle are 25 times more likely to die.

In a vehicle accident, the safest place to be is inside the vehicle, attached to the vehicle's seat. It's the seatbelt that keeps passengers in place. In a collision, the one part of the vehicle that stays reasonable intact, no matter how battered its outsides might be, is the vehicle's seats.

For high speeds, nighttime driving, and bad weather many passengers do buckle up, but the fact is that most fatalities occur in dry, sunny weather, at speeds under 40 miles per hour and within 25 miles of work or home. Perhaps you are a safe driver in control of your vehicle, but there are a lot of other drivers not in control of their vehicles, drivers who've drunk too much, not had enough sleep, didn't see the light change. You can't control them. Seatbelts are your best protection against those drivers. In Utah, wearing seatbelts is the law. Buckle up and protect yourself so you don't become another statistic in the accident and fatality records.

RMD MANAGEMENT SAFETY POLICIES

Issue Date: June 10, 2008

Allocation: X All Employees

Effective Date: June 10, 2008

RJ

MVS

DSP

Revision Date:

Office

Safety for Life!

Skid steer loaders accidents result in a lot of deaths and injuries through out the years. This is caused by entering and exiting over the bucket in the front. Your foot or hand could hit the control lever causing the bucket or attachment to rise, pinning the worker.

Turning corners at high speeds, hauling heavy loaders, working in tight spaces/cliffs/walls, or traveling up steep hills will cause the machine to tip over.

Before entering the skid steer loader, you much check a few things before operating. This will help prevent injuries. Check the following:

- Fuel
- Oil
- Fluids (hydraulic and cooling system)
- Seat belt, bar and the cab
- Lift arm
- Pivot points
- Tires
- Safety interlock

If you find any damage or leaks, contact a mechanic before entering to make sure its safety to operate.

A few things to know about before operating:

- Follow the operators manual and warning decals on machine
- Be familiar with the all the controls before operating
- Load, unload, transport, and tie down properly
- Enter with implement lowered to the ground
- Ear and protection
- Use safety handles and treads to get in and out of the loader
- Use the seat belt and bar
- Turn on ground that is level
- NO passengers!!!!!!
- NO lifting others
- Set park brake and lower implement before getting out

Implements that are used:

- Sweeper
- Forks
- Bucket

RMD MANAGEMENT SAFETY POLICIES

Issue Date: June 10, 2008

Allocation: X All Employees

Effective Date: June 10, 2008

RJ

MVS

DSP

Revision Date:

Office

Safety for Life!

We need to take precautions every day in the stone business. The information in this CD will complement your knowledge and safety awareness when handling, displaying, and transporting natural stone slabs to your yard, your shop, or to your customer's location.

Note: This Tool Box Talk is **not** taken from a standard or regulation, and it creates no new legal obligations. It is advisory in nature, informational in content, and is intended to assist you in providing a safe and healthful workplace.*

The purpose of this Tool Box Talk is to:

- reacquaint those of you who handle and transport granite and marble slabs to the hazards associated with handling and transporting of slabs;
- remind employers that transportation devices need to be properly designed and maintained; and,
- emphasize the importance of training employees in slab handling procedures.

Background:

- In 2005, the Seattle OSHA Regional Office was alerted to the hazards associated with handling and transporting granite and marble slabs. The hazard, of course, is that loads can shift and tip over during loading, transport, and unloading. Workers can either be caught in between slabs or can be struck by shifting or falling slabs.
- OSHA reviewed their data and confirmed that there had been a number of worker injuries and fatalities associated with the handling and transporting of granite and marble slabs.

OSHA's recommendations: The following procedures will minimize the potential hazards associated with handling and transporting granite and marble slabs:

- Design slab transportation devices to withstand the loads and forces imposed on them. If storage racks, other than A-frames are used, they should be designed so that if one or more slabs shift or are moved, the other slabs will not be affected. This could be accomplished by designing individual compartments for each slab.
- Effectively secure the storage racks to the truck.
- Periodically inspect and properly maintain the storage racks.
- Restraining devices and tie-downs, if used, should be properly applied and removed. The restraining devices and tie-downs should be inspected before being applied and prior to being removed. Restraining devices and tie-downs that do not pass inspection should be removed from service.
- Implement correct loading and unloading procedures and follow all the safety-related work practices.
- Train employees in the correct loading and unloading procedures and to identify fallen or shifted slabs that may present a hazard.

- If employees use forklifts or other equipment to load/unload slabs, employers must comply with relevant OSHA provisions.
- Truck drivers should visually check the racks for any damage during transit.

Visitors and customers should be kept away from the area while slabs are being loaded or unloaded.

RMD MANAGEMENT TOOLBOX OUTLINES

Issue Date: Aug. 1, 2004

Allocation: X All Employees

Effective Date: Aug. 1, 2004

RJ

MVS

Revision Date:

DSP

Office

Safety for Life!

Lifting, pushing, and overreaching are common causes of strains and sprains. Any job that requires you to sit or stand bent in an awkward position for long periods of time can cause excess stress and strain on muscles. Most strains and sprains affect the back, arms, and shoulders. However, there are some very simple things you can do to prevent or minimize body strains and sprains.

Many strains and sprains occur because of poor material handling. Workers lift things that weigh too much or they lift incorrectly. Lift correctly by bending your knees, not your back. Carry loads close to your body. Injuries can occur when workers try to pull or lift a heavy or awkward object without help or lift an object while twisting from the waist. When carrying a load, avoid bending or lifting upward unnecessarily. Keep as much of the load as you can at waist level.

Get help with heavy loads. Don't try to move or lift an object you can't handle. Instead of lifting a 75-pound load, break it down into smaller parts. If you can't break it down, get help from a mechanical device or lift it with another worker. Make sure moving equipment works properly or it will cause you to strain unnecessarily just trying to get it to work. If the wheels on a cart are not aligned, you could strain your arms, shoulders, and back trying to move it.

Change your working positions frequently. Chronic strain due to an unchanging work position can weaken your back, arms, and shoulders. Adjust working heights to prevent slumping or excessive reaching. A vicious cycle develops when chronic strain continues; muscles become less able to withstand strenuous activity and grow more prone to injury of all kinds. Stretch during the day to increase your flexibility. Take body relaxation breaks by letting your shoulders and neck muscles go limp; swivel your head or arms or flex your hands and fingers.

Take care of your whole body with exercise, proper posture, a sensible diet and adequate rest. If your muscles or ligaments have weakened over time from lack of exercise or age, you are more apt to get a strain or sprain than if you are physically fit.

RMD MANAGEMENT TOOLBOX OUTLINES

Issue Date: Aug. 1, 2004

Allocation: X All Employees

Effective Date: Aug. 1, 2004

RJ
MVS
DSP
Office

Revision Date:

Safety for Life!

Stress is an everyday fact of life. When you have too much stress, or it lasts too long, it can be harmful. At work, unmanaged stress can lead to illness or injury, low productivity, and unsafe acts. But not all stress is bad. The best level of stress is that amount which improves a person's performance without causing harmful side effects.

You can manage stress and make it a more positive force in your life when you identify your stressors, understand them, and take charge of the stress by relieving or preventing it. Using alcohol or drugs will not help you manage your stressors. In some cases, it can add to your stress. In any stressful situation, you have choices. You can:

Accept it - Some things are out of your control and all you can do is accept them and learn from them. Seek helpful advice or support from friends or coworkers.

Avoid it - Stay away from recurring situations or sources of constant frustration. Remove yourself from the situation or rearrange your surroundings. For time related stress, plan ahead.

Alter it - Communicate your feelings to your employer or supervisor. Change your feelings or ask someone else to change their behavior.

Adapt to it - Learn to cope with the situation or look at it as an opportunity. Focus on the positive things in your life. Try to make time for the activities you enjoy. Maintain a healthy lifestyle including exercise, meditation, and a balanced diet.

It is important for employers, supervisors, loss control personnel, and workers to recognize stressful jobs, situations, and signs of stress in themselves or in their coworkers before accidents, injuries, or violent incidences occur.

Toeboards

ALL 70

RMD MANAGEMENT SAFETY POLICIES

Issue Date: June 10, 2008

Allocation: X All Employees

Effective Date: June 10, 2008

RJ

MVS

DSP

Revision Date:

Office

Safety for Life!

Toeboards are a vertical barrier to help tools or material from falling. This prevents objects from falling in crowded areas such as workplaces.

Toeboards should be made out timber, metal, or mesh.

They should be securely fixed to work surface.

The height should increase depending on the size and height of the equipment or material that gets stored by the edge.

Gaps between the work surface and the toeboard shouldn't be greater than 10 mm.

Toolbox Meetings

ALL 71

RMD MANAGEMENT SAFETY POLICIES

Issue Date: Aug. 1, 2004

Allocation: X All Employees

Effective Date: Aug. 1, 2004

RJ

MVS

DSP

Revision Date:

Office

Safety for Life!

The purpose of a Toolbox Safety Meeting is to educate and advise employees on safety related issues. In this manual there are outlines of various work related safety topics. One outline chosen by the supervisor should be used in every meeting. In the event an accident occurs on the job site, the cause of the accident should be discussed in the next meeting. The meetings should be informative and interactive among attendees. A signed employee attendance log should be kept at every meeting.

Toolbox meetings shall be held weekly with every crew at the same time and day. These meetings shall be taught by the safety director, foreman, or any person so assigned by the foreman. See toolbox tab for more detailed toolbox meeting information.

Transportation Vehicles

ALL 72

RMD MANAGEMENT SAFETY POLICIES

Issue Date: Aug. 1, 2004

Allocation: X All Employees

Effective Date: Aug. 1, 2004

RJ

MVS

DSP

Revision Date:

Office

Safety for Life!

All employees who operate company vehicles or equipment will be required to furnish the company with their driver's license number, class, expiration date and any restrictions noted on their license. A current driving record will be obtained yearly from the state drivers license division.

Inspect vehicles weekly checking fluids and other possible problems.

Notify the mechanics as soon as a problem is detected with a company vehicle and update them on mileage maintenance status.

Safety belts are required while driving or riding in RMD Management vehicles.

Obey all traffic laws and be courteous to other drivers.

Avoid distractions while driving such as: unnecessary cell phone calls, eating, writing, and other distractions.

All RMD company vehicles shall be kept clean inside and out.

Employees shall never race company vehicles.

Never "drink and drive".

The use of alcohol and drugs or being under the influence of such substances is absolutely restricted while driving company vehicles. This will not be tolerated and will be grounds for immediate dismissal.

RMD MANAGEMENT TOOLBOX OUTLINES

Issue Date: Aug. 1, 2004

Allocation: X All Employees

Effective Date: Dec. 1, 2004

RJ

MVS

Revision Date: Nov. 15, 2004

DSP

Office

Safety for Life!

Each year in the workplace, an estimated 1.7 million workers are injured in assaults and approximately 800 homicides occur. Workplace violence incidents include verbal assault, simple or aggravated assault, robbery, rape and homicide. Anyone can become the victim of a workplace assault, so it is important to know the risk factors.

RMD Management promotes a safe, healthy environment for all of its employees. We believe everyone should feel safe and comfortable while at work. Thus RMD Management does not tolerate violence in any form. Safety Policy S030 reads:

“All threats and other signs of harassment are to be taken seriously. Any verbal threats or signs of confrontation amongst employees shall be directed immediately to a supervisor.”

Physical and verbal fighting amongst other employees, customers or any other person while on the job is strictly prohibited and will not be tolerated. The employees involved in the fighting and the bystanders that do not attempt to stop the confrontation will be disciplined. Discipline may include unpaid suspension or employment termination.

The threat of or the use of weapons such as knives, guns, sticks or tools will cause for immediate discipline and dismissal for no less than one week and possible further suspension and/or termination.”

If a physical confrontation is started then:

- It is the obligation of each employee to do their part to stop the fight from escalating.
- The people involved in the fight should be escorted to different parts of the workplace and never left alone.
- Management should be notified and the owners need to be contacted immediately.
- Everyone involved or present during the fight need to stay on company grounds or the jobsite until dismissed by management.
- Police report may be filed.

When faced with a hostile person, respect their personal space and be aware of your body language, movements, and tone of voice. Stay calm and diffuse the situation. Try to keep a barrier like a desk between yourself and the person, but don't block yourself into a corner. If there is no barrier available, stand at an angle and 4 to 6 feet from the person; this keeps you at arms length and gives you a means to escape. Have plans should a dangerous situation arise; note exits and phones.

Any ill feelings towards another in the workplace should be dealt with by talking to management. If we follow these precautions and procedures we can eliminate the possibility of violence in our workplace and have a safe environment for all of us to work in.

RMD MANAGEMENT SAFETY POLICIES

Issue Date: June 10, 2008

Allocation: X All Employees

Effective Date: June 10, 2008

RJ

MVS

DSP

Revision Date:

Office

Safety for Life!

I don't know what you wanted on this page...so you will need to look at the website etc.

Many types of construction projects require large amounts of water for soil compaction, dust control, and batch concrete production. These projects include highway construction, railroad construction, and other building projects.

Though the need for water is only temporary, the contractor must locate a source of water and, in many jurisdictions, must apply for and obtain a permit to use the water for the construction purposes.

<http://www.gvrd.bc.ca/water/chlorin/constr.pdf>

RMD MANAGEMENT SAFETY POLICIES

Issue Date: Aug. 1, 2004

Allocation: X All Employees

Effective Date: Aug. 1, 2004

RJ

MVS

Revision Date:

DSP

Office

Safety for Life!

Comments included in this section are recommendations of RMD management.

Cold Weather

Wear several layers of loose fitting clothing rather than one thick sweater.

Wear insulated boots, gloves and a hat.

Stay dry; change out of wet clothes.

Hot Weather

Wear light-colored, loose-fitting clothing.

A hat and sunglasses help to reduce heat stress.

We strongly recommend the use of sunscreen SPF 15 or higher.

Drink 1-2 gallons of water per day in hot weather.

RMD MANAGEMENT TOOLBOX OUTLINES

Issue Date: Aug. 1, 2004

Allocation: All Employees

Effective Date: Aug. 1, 2004

X RJ

MVS

Revision Date:

DSP

Office

Safety for Life!

Welding hazards pose an unusual combination of safety and health risks. By its nature, welding produces fumes and noise, gives off radiation, involves electricity or gases, and has the potential for burns, shock, fire, and explosions.

Some hazards are common to both electric arc and oxygen-fuel gas welding. If you work with or near a welding operation, the following general precautions should help you to work more safely.

Weld only in designated areas.

Only operate welding equipment you have been trained to use.

Know what the substance is that's being welded and any coating on it.

Wear protective clothing to cover all exposed areas of the body for protection sparks, hot spatter, and radiation.

Protective clothing should be dry and free of holes, grease, oil, and other substances which may burn.

Wear flameproof gauntlet gloves, a leather or asbestos apron, and high-top shoes to provide good protection against sparks and spatter.

Wear specifically designed, leak-proof helmets equipped with filter plates to protect against ultraviolet, infrared, and visible radiation.

Never look at a flash, even for an instant.

Keep your head away from the plume by staying back and to the side of the work.

Use your helmet and head position to minimize fume inhalation in your breathing zone.

Make sure there is good local exhaust ventilation to keep the air in your breathing zone clear.

Don't weld in a confined space without adequate ventilation and a NIOSH-approved respirator.

Don't weld in wet areas, wear wet or damp clothing or weld with wet hands.

Don't weld on containers which have held combustible materials or on drums, barrels or tanks until proper safety precautions have been taken to prevent explosions.

If others are working in the area be sure they are warned and protected against arcs, fumes, sparks, and other welding hazards.

Don't coil the electrode cable around your body.

Ground both the frame of the welding equipment and metal being welded.

Check for leaks in gas hoses using an inert gas.

Check area around you before welding to be sure no flammable material or degreasing solvents are in the welding area.

Keep a fire watch in the area during and after welding to be sure there are no smoldering materials, hot slag or live sparks which could start a fire.

Locate the nearest fire extinguisher before welding.

Deposit all scraps and electrode butts in proper waste container to avoid fire and toxic fumes.

RMD MANAGEMENT SAFETY POLICIES

Issue Date: Aug. 1, 2004

Allocation: All Employees

Effective Date: Aug. 1, 2004

X RJ

MVS

Revision Date:

DSP

Office

Safety for Life!

Eye, face, and hand protection shall always be worn while welding or cutting.

Before welding or cutting the perimeter of the area shall be cleared of explosives, flammable and combustible materials. Where removal is not possible and the cutting or welding operation can not be moved, a watch must be set up. Clearances are as follows:

- | | |
|---------------------|----------------|
| 1. All combustibles | 35 ft. radius |
| 2. All flammables | 50 ft. radius |
| 3. All explosives | 100 ft. radius |

A fire watch should consist of no less than two employees on either side of the welder/cutter to watch for possible combustion of materials.

RMD MANAGEMENT SAFETY POLICIES

Issue Date: June 10, 2008	Allocation: X All Employees
	RJ
Effective Date: June 10, 2008	MVS
	DSP
Revision Date:	Office

Safety for Life!

Sexual Harassment lawsuits have been more common with that couple of years.

What is sexual harassment?

- It occurs when unwelcome sexual advances, requests for sex, and other acts of sexual nature that creates hostile or abusive workplace.
- This is extremely difficult to enforce or identify.

Examples of employee sexual charges:

- Telling dirty jokes
- Remarks concerning a female employee's breasts
- Commenting inappropriately on an employee's outfit
- Continually asking out an employee who is not interested
- Keeping pornographic Web sites on a computer terminal within view of coworkers
- Unwelcome touching, pinching, or other physical contact

How do you enforce a policy?

- Show that sexual harassment will not be tolerated
- Take it very seriously
- Termination or disciplinary action taken place
- Have a procedure where workers can complain

Customers, vendors can be predators also!

RMD MANAGEMENT SAFETY POLICIES

Issue Date: June 10, 2008

Allocation: X All Employees

Effective Date: June 10, 2008

RJ

MVS

DSP

Revision Date:

Office

Safety for Life!

Never use a wrench like a hammer! It will damage the wrench and work surface. Also, you maybe come injured.

Using the right wrench can make the job go by quicker and easier.

1. Inspect the wrench for defects before using. If defective or worn, it must be replaced.
2. Make sure that keep the wrench clean and sharp. If worn or greasy it will slip and take longer to finish the project.
3. Keep wrist straight.
4. Make sure the opening is on full contact with the bolt or nut before pressure is applied.
5. PULL, don't push.
6. Use a slow steady motion.
7. Don't stick a piece of pipe on the end to improve leverage