

AMERICAN ASPHALT COMPANY, INC.
SAFETY PROGRAM

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Safety Policy

Dear Employee:

It is the policy of American Asphalt Company that every employee is entitled to a safe and healthful place in which to work. To this end, every reasonable effort will be made in the interest of accident prevention, fire prevention and health preservation. Only under such circumstances can the association between employee and employer be mutually profitable and harmonious. It is our desire to:

1. Provide a safe work place, safe equipment and proper materials
2. Keep M.S.D.S. sheets available in the office at all times.
3. Establish and insist upon safe methods and practices at all times.

It is a basic responsibility of all employees to make safety of human beings a part of their daily, hourly concern. This responsibility must be accepted by each one who conducts the affairs of the Corporation, no matter in what capacity they function.

Your attendance and attention at our own regular safety meetings is required. Russell Thornton is the Company Operations and Safety Manager.

Safety Equipment

In your interest, the Company has taken it upon itself to purchase and issue safety equipment. Belts are available to minimize the risk of injury from lifting and other heavy work. These belts are free to any employee who wishes to have one. You may request one from Russell Thornton, Safety Manager. Please take care of your belt so it does not become lost, stolen or damage. Also gloves, protective eye wear, protective ear wear and hard hats are available at no charge at any time.

Sincerely,

Robert M. Brown, President
AMERICAN ASPHALT COMPANY, INC.

Program Introduction

Although much has been done in an attempt to prevent injury and/or damage, the asphalt industry has still be considered lax in its precautions. This Safety Program has been established to assist in the recognition, control and elimination of hazards and risks associated with our field of work, thereby minimizing personal injuries, maximizing property conversation and reducing costs through greater efficiency.

The Safety Program presented in this manual can only be effective by active participation of all concerned. Since American Asphalt is constantly striving to provide for a safer, healthier and overall better workplace, full cooperation will be expected for all managers, supervisors and employees at all levels.

The following are some general guidelines that should be observed in all phases of the business:

1. Plan to work to minimize risk.
2. Notify appropriate person of any unsafe conditions and/or practices.
3. Correct unsafe conditions and/or practices promptly.
4. Educate new employees in the correct and safe manner of performing the assigned work with the right tools, gloves etc.
5. Maintain familiarity with health and safety regulations and other application standards. If you have any questions, please ask.
6. If work construction site has its own safety program, we must comply.

Program Responsibilities

Management

Management will maintain a comprehensive Safety Program. The effectiveness of this program requires full cooperation on all levels of the business, therefore, management is responsible for coordination and guidance of the Safety Program with all employees in order to maintain active participation.

In addition to coordinating the program, management's responsibilities include the following:

- Consideration of all safety factors during pre-planning.
- Plan and schedule work so as to minimize personal injury and property damage hazards.
- Provide all necessary personal protective equipment.
- Ensure maintenance of tools and equipment in safe working order.
- Compliance with the Occupational Safety and Health Act and other applicable federal, state and local regulations and standards.
- Prompt filing of Federal, State and Insurance Company accident reports and upkeep of proper accident records.
- The Safety Committee will perform investigation of any personal injury and/or property damage incident on a timely basis to determine facts necessary for corrective action.
- Supply and maintenance of proper fire protection equipment in house and on job site.
- Education of employees regarding the risks pertaining to their jobs.
- Correction of unsafe conditions and/or work habits of employees as soon as they are observed or prompt notification of those situations beyond personal control to the proper authority.

Foreman/ Competent People

A foreman is one of the most important positions in the Safety Program. The amount of time and effort that they put into accident prevention plays an integral role in the success of the program. With regard to safety maintenance, a foreman is responsible for the following:

- Setting a good safety example at all times.
- Ensuring that all of his employees have and use the proper safety equipment and suitable tools for the job.
- Instruction of workers under his supervision about safe work practices and methods on a timely basis.
- Informing workers under his supervision about all applicable safety requirements.
- Enforcing all applicable safety requirements.
- Prompt completion of accident reports.
- Investigation of any personal injury and/or property damage incident to determine facts Ensuring that timely first aid is administered to an injured employee and/or others at the site.
- Correction of unsafe conditions and/or work habits of employee as soon as they are observed or prompt notification of those situations beyond personal control to the proper authority.

Employees

The primary purpose of this Safety Program is the protection of all employees and thus, they are an integral part of the system. Although it is management's responsibility for the development and coordination of the Safety Program, each employee must assume the responsibility of learning and using all applicable safety provisions. As with everyone else involved with this program, employees are also charged with the responsibility for the correction of unsafe conditions and/or work habits of other employees as soon as they are observed or prompt notification of those situations beyond personal control to the proper authority. All employees are encouraged at all times to provide suggestions, which they believe, will be beneficial to this program.

Program Instruction

Foreman/Competent People:

There will be a monthly meeting of all foreman and management for the purpose of reinforcing and discussing project safety and accident prevention. All foremen, competent people, appropriate management personnel and all “representatives” of the Safety Committee are expected to attend. At this meeting, any concerns or ideas regarding accident prevention will be addressed and discussed.

Employees:

At the start of each project, foremen will conduct a safety meeting where they will discuss relevant topics concerning accident prevention and procedures for safeguarding the well being of all employees. In addition, foremen will hold regular “tool box” safety meetings throughout the course of the project to address any concerns and to reinforce the importance of accident All available safety handout material will be distributed and discussed.

New Hires:

The education of each new employee is the responsibility of the foremen to whom he is assigned. New hires and/or new employees shall be issued a hard hat, safety goggles and a copy of this Safety Program included in their Employee Manual. In addition, they will be verbally instructed in safety and accident prevention procedures by the foreman and will not be permitted to operate any equipment or perform any task without proper training.

Program Requirements

Preliminary Analysis

An analysis of all foreseeable hazards should be performed prior to the start of any project. Management will do this during the planning phase of the project and the foreman will complete an analysis in the beginning of the project's phase. Any safety and/or risk situations, which are discovered, shall be addressed prior to the start of work. In addition, any hazardous situation that is not correctable shall be brought to the attention of those employees who will be performing the particular task.

Accident Prevention Instructions

Each supervisor, competent person(s) and/or foreman (at any level) shall take the time to explain to employees under his supervision any and all hazardous situations associated with work assignments. Furthermore, proper training and accident prevention instruction should be provided along with all work assignments. Prior to its operation, each employee shall be instructed in the proper method of using any equipment and/or machinery.

Safety Meetings

Monthly safety meetings shall be held in an attempt to discuss any hazardous situations that are noticed or may arise during the course of the project. Management will hold formal safety meetings with the foreman and/or selected employees. In addition to the formal meetings, the foreman shall hold regular "tool box" meetings in order to discuss accident prevention with all workers under his supervision.

Safety Committee Meetings

Regular safety committee meetings will be held the second Saturday of each month, and will be approximately one hour long.

First Aid

Adequate first aid supplies shall be maintained at the plant, main office, shop area, and on all foremen's trucks. These first aid supplies shall be stored in a properly identified and easily accessible kit or box. Any needed first aid treatments should be administered by the most qualified person present (see list of most current CPR and First Aid participants), preferably someone who has completed a first aid training course and/or has received some other type of first aid training.

Accident Investigating and Reporting

The foreman should investigate all accidents in a timely manner. A representative from management will also investigate any incident where serious injury or damage may occur. The investigation should attempt to determine all facts necessary for corrective and/or future preventative action.

All Federal, State, insurance company and company accident reports will be filed promptly by a coordinated effort of both the foreman and management. Furthermore, management shall maintain thorough accident records.

Protective Equipment

Special protective equipment shall be provided for employees based on the preliminary analysis and/or conditions, which may arise during the course of the project. However, the following is minimum required on all jobs:

1. Eye protection shall be issued to and worn by all employees who will be performing any operation where they are exposed to eye hazards.
2. Hard Hats shall be issued to worn by all employees exposed to overhead hazards.
3. Work boots made of hard leather shall be worn at all times on the job site.
4. Work gloves shall be worn by all employees who will be working with hot A/C 20, asphalt, welding and/or sharp-edged material.
5. It is a must that you wear a body harness and tie off when you are working on the top level of the plant.

Unsafe Work Practices

Approximately 80% of all employee injuries are due to common unsafe work practices, a partial list of which follows:

- Drug/Alcohol use
- Non-use of required personal protective equipment
- Improper material handling procedures
- Improper lifting procedures
- Running
- Disregard of proper operating procedures of machinery
- Disregard of company safety rules
- Removal of machine guards
- Standing on tables/chairs

When any unsafe work practices are observed, the foreman will immediately attempt to correct the problem. The individual working in an unsafe manner will be advised of the possible consequences of their act. Correct procedures will be discussed and reviewed.

Disciplinary Actions for Safety Violations

Employees in direct violation of the safety guidelines in this Safety Program will be subject to the following action for each particular violation:

First violation of safety rules constitutes a verbal warning.

Second violation of safety rules constitutes a written warning. The employee will then be required to submit a written statement describing why safety rules are important.

Third violation of safety rules constitutes a dismissal.

SPECIAL WORK AREA CONCERNS

Although compliance with all federal, state and local regulations and standards is required, special emphasis should be placed on the following items since they usually present the most problems.

Housekeeping

1. Bottles, paper cups and other garbage should be placed in appropriate trash containers.
2. Waste material, debris and similar rubbish should be removed from the work area regularly.
3. Work areas, walkways, stairways and other passages should be kept clear of loose material and trash.

Lockout Procedures

1. A disconnect switch, circuit breaker, valve or other energy isolating mechanism is put in the safe of "OFF" position; and
2. If necessary, a device is laced over the energy isolating mechanism to hold it in the safe position; and
3. A lock is attached so that the equipment cannot be energized.
4. The control of hazardous energy must be accomplished according to a six-step procedure:
 - a. Preparation for shutdown.
 - b. Equipment shutdown
 - c. Equipment isolation.
 - d. Application of lockout devices
 - e. Control of stored energy
 - f. Equipment - isolation verification
5. Before removing the lock:
 - a. Make sure equipment is safe
 - b. Ascertain that all personnel are in safe locations
 - c. Notify all affected personnel that the lock is being removed.

Evaluate every situation that would require employees to work on a de-energized piece of equipment, and determine the most effective lockout procedures for those situations. Adapters, covers, isolators, etc. may have to be purchased and made available for use. The evaluation and the resulting specific lockout requirement should be documented for each situation.

Power Tools and Power Actuated Tools

1. All power saws shall have the proper guards in place at all times during use
2. Power and power-actuated tools shall be used, operated, repaired and serviced only by authorized and qualified personnel.
3. All extension cords shall have grounded plugs.
4. All power and power actuated tools should be inspected regularly and maintained in good condition.

Ladders

1. All ladders should be inspected regularly for damage. Any broken or damaged ladders shall be removed from service immediately until properly repaired.
2. Ladders built on site should conform to OSHA standards.
3. Portable metal ladders shall not be used in any situation where it might come in contact with electricity.
4. Wooden ladders that are used regularly at only one location should be fastened in position.

Stairs and Stairways

1. All stairways shall be protected by barriers which shall remain in place until permanent stairs have been installed.

2. Temporary rails should be provided until a permanent one is completed.
3. Stairs should be cleared of all obstructions and be kept clean at all times.
4. Sharp ends of handrails, guardrails and stairs should be removed or covered immediately to prevent injury.
5. When a barrier or rail must be removed for the performance of work, it must be replaced as soon as possible.

Floor Openings

1. All floor openings shall be protected by barriers, which shall remain in place until the openings have been closed.
2. All covers over floor openings should be sufficiently strong material in order to support any weight that may be applied.

Scaffolds

1. All scaffolding shall be thoroughly inspected before and after erection and regularly in use.
2. Scaffolding should be erected on firm level ground and shall be securely braced to the structure where possible.
3. All materials should be removed from rolling scaffolds before moving.
4. Riding of rolling scaffolds is prohibited.
5. All scaffolding should conform to OSHA recommendations as well as any applicable Federal, State and Local regulations.

**RECEIPT & ACKNOWLEDGMENT OF
AMERICAN ASPHALT COMPANY
SAFETY PROGRAM**

- **I have received and read a copy of the American Asphalt Safety Program.**
- **I understand that my signature below indicates I have read and understand all items in the American Asphalt Safety Program.**

Employees Printed Name

Position

Employees Signature

Date

Corporate Officers Signature

Date