

Interoffice Memorandum

To: All Employees

From: Mike and Tom Peake

Re: Safety Meeting

Date: February 27, 2017

As a reminder of work related safety concerns and policies, please review and adhere to all of the outlined safety precautions listed below. Employee and public safety is, and will continue, to be taken very seriously and must be on the forefront of all decisions and actions on a daily basis.

- MDOT approved Safety vests must be worn at all times while on a job-site. New standards call for Level 2 certification. Look at the tag on the vest, if the tag does not state level 2, or is gone – not readable, assume it is no longer good to use
- Safety glasses must be worn when using any type of power tool, or hand tools that could cause flying debris. Ear protection must be used in loud conditions.
- A Safety harness with lanyard attached to the tie down point on the boom, not the basket, must be worn while in any type of a personnel aerial lift. You must also have your company issued aerial lift permit with you at all times.
- Hard hats must be worn at all times when you are at a job site.
- The foreman is to perform a pre-lift meeting before each shift when using a crane-boom truck to discuss how the lift is going to work and the safety needs of the lift.
- Open hooks on lifting devices are not acceptable. All lifting hooks must have the auto-closing latch. Operating without the latch, removing the latch or disabling the latch is dangerous and is not permitted. Removing or disabling the safety latch is cause for immediate termination.
- Hanging from, or “riding” from the boom of a crane or other lifting device is not allowed for any reason. If you need to be elevated to perform your work, you must be in an approved personnel-lifting device. When working on a truss, you must be attached using the fall arrest cable, along with an extra lanyard in a body harness, one of the 2 must be attached to the truss at any given time. Failure to follow this procedure is cause for immediate termination.
- Never lift a suspended load above a person, ensure all personnel are away from the suspended load at all times. Lifting a load above a person is cause for immediate termination.
- Driving courteously and safely and with-in the limits of the law.

- Setting up and maintaining proper construction signage in and around job sites, as directed by MDOT.
- Ensuring all vehicles are loaded properly and securely after each stop. As well as checking all lights, safety chains, and other safety related items on the vehicle.
- Anytime there is an accident or injury, ensure everyone is OK, if not contact 911. Write up an injury-accident report and forward to the office.

In addition to the above, if any inspector, engineer or any other MDOT employee, Police or firefighter, indicates any additional safety requirements, you must abide by them. You must report any of these requests to your supervisor immediately afterwards.

While these are not meant to be inclusive, but merely a guide to help you remember to keep safety of yourself and others in mind at all times.

Failure to follow these processes will result in the following steps;

- 1st offense, written warning
- 2nd offense, sent home without pay for the day
- 3rd offense, termination of employment

I attended this meeting and understand the contents, if I have questions I will see my supervisor.

Employee

Signature

Date
