



Safety Policy & Procedures

2023



Action Traffic Maintenance, Inc.

5182 S. Saginaw
Grand Blanc, MI 48507
810-695-7516

Equal Opportunity Employer

ACTION TRAFFIC MAINTENANCE

E.O.E

**5182 South Saginaw
Grand Blanc, MI 48507**

**Telephone 810-695-7516
Fax 810-695-7567**

To: All Employees

Regarding: Vehicle and equipment Idle

Date: February 22, 2021

In the past, it was a common and accepted practice to start your truck and equipment once in the morning and leave it run all day long.

Times and equipment have changed since then. IT IS VERY DESTRUCTIVE TO THE ENGINE AND EMISSIONS CONTROL PARTS IN YOUR TRUCK AND EQUIPMENT.

You should NOT leave your truck or equipment running in idle for more than a few minutes at any time. Turn them off any time they will sit for more than 5; minutes at idle.

This will do two things, Save fuel and money (our 3rd highest cost operating cost) and prevent damage to the engine and emissions control parts.

If you notice a piece running and no one is around, turn it off.

Failure to follow this policy will result in disciplinary action, up to and including termination of employment.

If you have any questions regarding this, please contact Mike Jr or Jeff.

EQUAL OPPORTUNITY EMPLOYER

**5182 South Saginaw
Grand Blanc, MI 48507**

**Telephone 810-695-7516
Fax 810-695-7567**

Interoffice Memorandum

To: All Employees

Re: Facebook, Social media

Date: 6-19-2012, Re-issued 2-22-2021

It has become necessary to implement several new policies listed below.

Recently we have been hearing disturbing news about some employees and our place of work.

We want to make it perfectly clear of some of these expectations and rules effective.

- 1- Our place of work is just that, a place we come to work and EARN a paycheck. If you do want to stay, then we expect everyone to be on time, work hard and say only positive about our company. If you have negative things to say, bring them to Mike Jr. or Jeff Irvin, not other people. If you are un-happy then you have every right to leave and find a happier place to work.
- 2- We are all here for a single purpose, to earn a living and keep the company as profitable as possible. If you are not helping, you are hurting that process. We cannot afford to have people around that are not fully on board with this attitude.

New policies effective immediately.

- 1- As of today, it is against company policy to "post" or write anything on social media or email sites that reference our companies without prior approval from Management. E.g. Facebook, Email accounts.
- 2- As of today, it is against company policy to "post" or write anything on social media or email sites that reference any of your co-workers regarding their work, or work habits without their consent. E.g. Facebook, Email accounts.
- 3- As of today, it is against company policy to use Facebook or any other social media (including personal email accounts) during working hours OR using company owned computers or phones.
- 4- Discussing your employment terms, including your rate of pay, with anyone other than your supervisor or owner of the company.
- 5- Using your phone for personal use during work hours.

Any employee who violates any of these new policies will be subject to having their employment terminated immediately.

It is extremely important in today's world to be professional in all matters concerning your work, things get around quickly and nothing is kept in confidence. We will do whatever is necessary to keep our integrity as a good company to work at.

If you have any questions regarding this or any other policy, please Mike Jr. or Jeff immediately.

ACTION TRAFFIC MAINTENANCE

E.O.E

**5182 South Saginaw
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**Telephone 810-695-7516
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Re: Crane Usage

Date: 2-22-2021

Due to a new law that was passed, only certified crane operators may operate a crane-boom that can lift over 2,000 pounds. That includes all of our cranes, boom trucks, digger trucks and knuckle booms.

Effective immediately only people who have taken and passed the Crane training and were issued a certificate are allowed to operate any Crane, Boom, Digger or Knuckle boom.

The only exception to this that a Trainee may operate a crane, boom or knuckle boom, UNDER THE DIRECT SUPERVISION OF A CERTIFIED CRANE OPERATOR.

Failure to follow this will result in disciplinary action, up to and including termination.

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Telephone 810-695-7516
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To: All Employees
Regarding: Rental Process
Date: February 22, 2021

The need for this policy is the increased need/use of rental equipment during times of peak field activity. This policy will provide means to track the timely return of equipment after use, document the condition of the equipment at the time of pick-up and return, and identify an employee responsible for the equipment.

Following are the required steps for all rentals.

Obtain a PO # from the front office.

You will need the following information to obtain a PO #

- *The name of the employee that will be responsible for the rental.
- *The description of the piece of equipment you are renting.
- *The company and location you are renting from.
- *The date you are picking the piece up.
- *The approximate return date.
- *The anticipated rental rate.
- *The job # (if applicable) that the rental will be charged to.

At the time of pick-up.

- *Take photos of all 4 sides of the equipment.
- *Ensure that all existing damage is well photo documented and the rental agent is made aware of damages.

At the time of return.

- *Check fluid levels and fill the unit with **proper** fuel before return.
- *Take photos of all 4 sides of the equipment. This is required even if there is no damage.
- *Notify the office of the return of equipment.
- *Notify the office of any damages that occurred while the piece was in our possession.
- *Retain or transmit photos for future reference.

Failure to follow this policy will result in disciplinary action, up to and including termination of employment.

If you have any questions regarding this, please contact Mike Jr. Jeff, or Ed.

ACTION TRAFFIC MAINTENANCE

E.O.E

**5182 South Saginaw
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**Telephone 810-695-7516
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To: All Employees

Regarding: Materials, New, Salvage and Scrap

Date: February 22, 2021

The company purchases and collects many materials during the course of the year. All of this material, New, Salvage, Scrap is company property and shall not be taken for personal use in any manner.

In the event that you may wish to take some of this used or scrap material, ask your supervisor for permission. Supervisors will check with Mike Jr, Jeff or TJ for approval.

In no case will theft or taking of materials be allowed or tolerated without prior approval.

Failure to follow this policy will result in disciplinary action, up to and including termination of employment.

If you have any question regarding this, please contact Mike Jr or Jeff Irvin.

EQUAL OPPORTUNITY EMPLOYER

5182 South Saginaw
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Telephone 810-695-7516
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Interoffice Memorandum

To: All Employees

Re: Aerial lift – Electrical work area

Date: February 22, 2021

The proper use of lifting equipment must be followed to include the following.

DO NOT WORK within 20 feet of a power line.

Determine if any part of the equipment, load line or load (including rigging and lifting accessories), if operated up to the equipment's maximum working radius in the work zone, could get closer than 20 feet to a power line. If so, the employer must meet the requirements in Option (1), Option (2), or Option (3) of this section, as follows:

1926.1408(a)(2)(i)

Option (1)--Deenergize and ground. Confirm from the utility owner/operator that the power line has been deenergized and visibly grounded at the worksite.

1926.1408(a)(2)(ii)

Option (2)--20 foot clearance. Ensure that no part of the equipment, load line, or load (including rigging and lifting accessories), gets closer than 20 feet to the power line by implementing the measures specified in paragraph (b) of this section.

Failure to follow these and other common safety practices will result in disciplinary action, up to and including termination.

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**5182 South Saginaw
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February 22, 2021

To: All Employees

Re: Recreational Marijuana

As of today, in Michigan, recreational marijuana is now legal. We are obligated as a company to send a letter of company position on this topic.

Our official position is that all employees are still bound by Action Traffic's Drug and Alcohol policy. Regardless of the State law in this matter, Action Traffic's Drug and Alcohol policy still prohibit the use of said drugs while on Company property, during work hours, driving company vehicles, or on any job sites.

Recreational marijuana is still ILLEGAL at the Federal level and as such Federal Law supersedes State Law in regards to CDL drivers.

If you have any questions on this matter, please feel free to contact me,

Jeff Irvin
Action Traffic

**5182 South Saginaw
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Interoffice Memorandum

To: All Employees

Re: Aerial Lift usage

Date: February 22, 2021

The use of Aerial lift equipment should only be used to lift employees. Using them to lift equipment, materials or pulling things out of the ground is prohibited unless the Operating manual for the exact piece of equipment authorizes it.

Failure to follow these and other common safety practices will result in disciplinary action, up to and including termination.

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**Telephone 810-695-7516
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Date: 2-22-2021

To: All CDL employees

RE: Re-iteration of DOT Drug and Alcohol testing

We wanted to expand and re-iterate some of the points made at our Safety meeting on 2-25-2019.

During the explanation of DOT regulations, it is possible some employees may have misunderstood the regulation on Banned Substances, which can include Prescription drugs, as well as, illicit drugs. An Employee may NOT perform safety sensitive procedures (drive or operate a piece of power equipment or vehicle) while under the influence of any DOT banned substance or alcohol. The DOT banned substance list can be found on the DOT website

Below is a re-cap of some of the DOT regulations in this regard.

The DOT banned substance list can be found on the DOT website.

To help, here are a few examples.

Example A:

A driver who has a prescription for, and is using, the painkiller Codeine or Hydrocodone WILL test positive for a banned substance. As both of them are made from an Opiate (banned list #4).

This is a violation of the DOT regulation, and our policy.

This driver MUST not operate any equipment or vehicle. UNLESS a Licensed Medical Doctor has written an approval letter stating you may operate them. Simply having a prescription for the medicine does NOT allow you to legally operate them.

If you are on a prescription that contains anything on the banned list, you MUST notify the office Designated Employee Representative (DER) immediately and STOP operating any equipment-vehicles until further notice from the DER.

Example B:

A driver has a Medical Marijuana card and is using, or has recently used Marijuana.

This person would be in Violation of the DOT regulations, and company policy if operating any equipment or vehicle.

You MUST notify the office Designated Employee Representative (DER) immediately and STOP operating any equipment-vehicles until further notice from the DER.

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Please review the attached Federal DOT ruling on Medical Marijuana.

Testing

Both of the examples above would be processes BEFORE a drug test is administered. Below is the process for after a test is administered.

For example, A (prescription drugs, Non-Marijuana), if you have any of the banned substances in your test specimen the following will happen.

- 1 You take a test
- 2 The test is reviewed by the approved testing facility
- 3 If the test is negative, the negative test result is sent to the company DER and you are notified that everything is good and you can continue to work.
- 4 If the test is positive, the positive test result is sent to the Medical Review Officer (MRO), a Licensed Medical Doctor authorized by the DOT, to review the case. The MRO will contact you directly (not the company) to discuss the result and ask you about the reason it was positive.
- 5 If the positive result is due to using a Banned Prescription drug, the MRO will talk to your prescribing Doctor about your specific case. The MRO will decide if He/She will approve the use and possibly change the test to a negative.
- 6 If the MRO decides to make the test negative, they will notify our DER and you are notified that everything is good and you can continue to work.
- 7 If the MRO decides that the prescription will interfere with your ability to operate, the Test will remain positive and they will notify our DER and you will be notified you cannot operate any equipment or vehicle.
- 8 You will be suspended from work as outlined in the Company Drug and Alcohol policy.

For example, B (Marijuana usage), if you have any of the banned substances in your test specimen the following will happen.

- 1 You take a test
- 2 The test is reviewed by the approved testing facility
- 3 If the test is negative, the negative test result is sent to the company DER and you are notified that everything is good and you can continue to work.
- 4 If the test is positive, the positive test result is sent to the Medical Review Officer (MRO), a Licensed Medical Doctor authorized by the DOT, to review the case. The MRO will contact you directly (not the company) to discuss the result and ask you about the reason it was positive. The attached DOT notice to MRO's state that the MRO is NOT allowed to change a Positive result to a Negative result due to Marijuana usage under any circumstances.
- 5 If a positive test result for Marijuana, the MRO will keep the test result a Positive.
- 6 The MRO will notify our DER and you will be notified you cannot operate any equipment or vehicle.
- 7 You will be suspended from work as outlined in the Company Drug and Alcohol policy.

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We hope that this helps clarify any misunderstandings.

Regulations state:

All urine specimens are analyzed for the following drugs:

1. Marijuana (THC metabolite)
2. Cocaine
3. Amphetamines
4. Opiates (including heroin)
5. Phencyclidine (PCP)
6. Hydrocodone
7. Hydromorphone
8. Oxycodone
9. Oxymorphone

Other common names used for Schedule II drugs are Vicodin, Oxycontin, Lortab, Norco, Percocet, Dilaudid

Section [391.41\(b\)\(12\)\(i\)&\(ii\)](#) state:

(12)(i) Does not use any drug or substance identified in 21 CFR 1308.11 Schedule I, an amphetamine, a narcotic, or other habit-forming drug.

(ii) Does not use any non-Schedule I drug or substance that is identified in the other Schedules in 21 part 1308 except when the use is prescribed by a licensed medical practitioner, as defined in § [382.107](#), who is familiar with the driver's medical history and has advised the driver that the substance will not adversely affect the driver's ability to safely operate a commercial motor vehicle.

Please Contact Mike Jr. or Jeff Irvin with any questions regarding this.

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Interoffice Memorandum

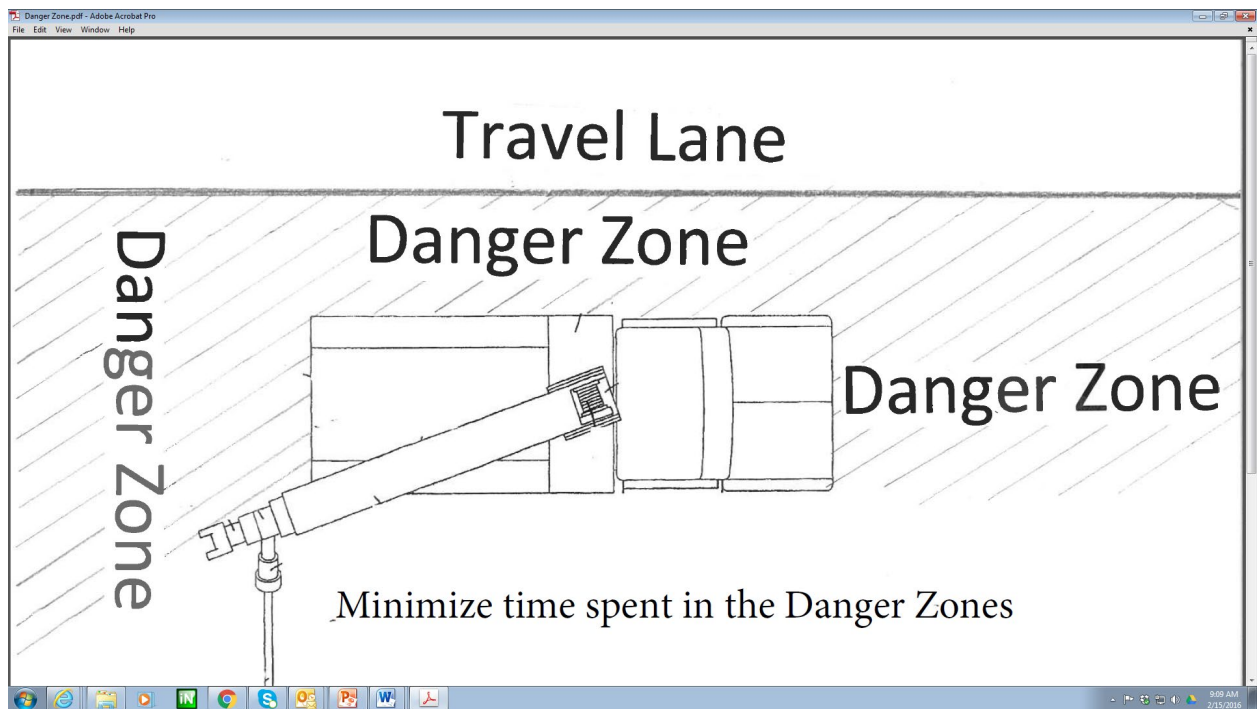
To: All Employees

Re: Avoid Danger Areas

Date: February 22, 2021

You should avoid Danger Areas of the worksite as much as possible.

These are areas that have an increased amount of danger and you should try and minimize your time in these zones as much as possible.



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Interoffice Memorandum

To: All Employees

Re: Chains – Hoisting equipment

Date: February 22, 2021

The proper use of lifting equipment must be followed to include the following.

Always follow the manufactures instructions at all times.

When using a steel chain, it must be rated, and tagged for the appropriate load.

If there is no load tag, the chain should be removed from service and brought back to the office for replacement.

Failure to follow these and other common safety practices will result in disciplinary action, up to and including termination.

Interoffice Memorandum

To: All Employees

Re: Nylon Lifting Slings

Date: February 22, 2021

The use of Nylon Lifting Slings must be used in a safe and effective manner at all times.

Nylon Slings have a sewn in lifting capacity chart, never exceed the chart in any manner.

As the slings age or become damaged in any manner they are to be cut in half, discarded and replaced with good or new lifting slings. You must inspect the slings before and after each use.

To identify if a sling needs to be discarded and replaced, inspect the sling for excessive wear, cuts and loose-cut sewing before each use, or if the capacity chart is unreadable or missing. The slings have a sewn in wear indicator, usually red. When the outside webbing becomes worn, the red wear indicators show through. If the capacity chart is unreadable or missing, or the red core shows through anywhere on the sling, it must be removed from service, cut in half and discarded. Replace as discussed earlier.

Failure to follow these and other common safety practices will result in disciplinary action, up to and including termination.

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Interoffice Memorandum

To: All Employees

Re: Hard Hats

Date: February 22, 2021

The use of Hard Hats must be used any time there is a possibility of injury from falling or flying objects, Electrical shock or burns, or from other harmful contacts or exposures.

You must be aware of your surroundings at all times and be sure to wear Personal Protection Equipment (PPE) when warranted. It is also your responsibility to watch out for your fellow employees. If you see someone not wearing their PPE, remind them to put it on, and report them to your supervisor if they refuse.

Failure to follow these and other common safety practices will result in disciplinary action, up to and including termination.

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**5182 South Saginaw
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To: All Employees

Regarding: Cellular phone usage while driving company vehicles

Date: February 22, 2021

For improved safety, while driving, the following policy will become effective immediately. It is also the Law and you will be ticketed if found driving with a Phone in your hand.

It is against company policy to use cellular telephones or text messaging while driving in company vehicles.

Using cellular phones or texting while driving creates unsafe driving conditions for you and other motorists.

To use your phone while in a vehicle, find a safe place to pull over and stop the vehicle, turn off the vehicle and ensure it is in park and the parking brake is turned on.

Failure to follow this policy will result in disciplinary action, up to and including termination of employment.

If you have any questions regarding this, please contact Mike Jr. or Jeff Irvin.

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Drug & Alcohol Policy For Action Traffic Maintenance Inc.

In 1988, Congress enacted the Drug Free Workplace Act to require federal contractors to establish and maintain a work environment that is free from the effects of drug use and abuse. Federal Regulations 49 CFR Part 40 (§382) present the general terms of this program and its guidelines. We agree with that goal and believe that Action Traffic Maintenance Inc. has responsibility to its employees and those who use or come in contact with its products/services, to ensure a safe and productive work environment. To satisfy these responsibilities, it is the policy of Action Traffic Maintenance Inc. and a condition of employment that an employee be present and able to perform their job free from the effects of alcohol, narcotics, depressants, stimulants, hallucinogens and cannabis or any other substances, which can impair job performance.

Our Commitment

We recognize that drug and alcohol abuse may be a sign of chemical dependency and that substance abuse can be successfully treated with professional help.

Action Traffic Maintenance Inc. provides an Employee Assistance Program (EAP) through SapList.Com for employees to deal with substance abuse and other personal problems that can affect work performance. Our commitment is to help employees remain productive members of our team. In certain circumstances, the company may insist upon a mandatory referral to our EAP as a condition of continued employment. No employee will be disciplined or discriminated against simply for seeking help. However, the company may place you on un-paid leave if they feel the safety of the employee, other employees or the public may be in danger of allowing the employee to continue working.

Employee Responsibility

The employee is responsible for following all of our work and safety rules, and for observing the standards of behavior and employer, co-workers, and customers have the right to expect from you. In addition, if you believe you may have a problem with drugs or alcohol, you are responsible for seeking assistance, whether from or through the company or any other resource, before a drug or alcohol problem adversely affects your work performance or results in a violation of this policy. The time to seek help is BEFORE you are in "trouble", NOT AFTER. If a professional assessment is made that you have a problem with Drugs or Alcohol, your continued employment may be conditioned upon:

- Entering into and completing a treatment program approved by the company.
- Signing and living up to a last chance performance agreement.
- Undergoing a Follow-up Testing Program at companies' discretion.

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Scope of Our Policy

This Policy and each of its rules apply whenever an employee is on or in Company Property, surrounding grounds and parking lots, leased or rented space. Company time (including breaks and meal periods), in any vehicle used on Company business, and in other circumstances (such as on customer premises or at business/sales functions) we believe may adversely affect our operations, safety, reputation or the administration of this policy.

Our Drug and Alcohol Rules

The following rules are extremely important and an employee who violates any one of them will be subject to disciplinary action, up to and including termination.

CDL Drivers are subject to unannounced random testing. A driver may be directed to take a drug test even when at home in an off duty status. Random alcohol testing may occur only when the driver is on-duty or immediately before or after. Once notified to report for random testing, drivers must immediately report to the testing location. Delaying your arrival may be considered a refusal (see 49 CFR 40.191), which is equivalent to testing positive.

1. **Alcohol** An employee may not possess, use, transfer, offer, or be under the influence of any intoxicating liquor while at work or on company business. This rule prohibits using any alcohol prior to reporting to work, during breaks or meal periods, or in conjunction with any Company activity, except social or business events where a Corporate Officer has authorized the moderate consumption of Alcoholic Beverages.
2. **Drugs** An Employee may not possess, use, transfer, offer, share, attempt to sell or obtain, manufacture, or be under the influence of any drug or similar substance and also may not have any drugs of similar substances present in the body. Thus, an employee who tests positive for any illegal-drug violates this rule. This rule also pertains to Prescription drugs being taken without doctor's authorization.
3. **Drug Paraphernalia and Alcohol Containers** An Employee may not possess any Drug Paraphernalia or Alcohol Containers.
4. **Prescriptions/ Over-the-counter Medications** It is the employee's responsibility to check the potential effects of prescribed drugs and over-the counter Medications with your doctor or pharmacists before starting work, and to immediately let your supervisor know when such use makes it unsafe for you to report to work or do your job. **Employee must report to the DER all prescriptions with a note from the Doctor stating if the drug will affect their driving capabilities.**
5. **Adulterants**-Any substance that is used for the purpose of Manipulating a drug test by adding to the specimen or ingesting.

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Consequences.

1. An employee that tests positive will be immediately placed on un-paid time off until such time that the results are reviewed by the Medical Review Officer (MRO). If after the MRO determines that the test was accurate, the employee's employment will be terminated for cause of violating this policy. The employee has the right to contest the results as permitted by the Department of Transportation (DOT). The process for contesting the test results can be found on the DOT website.
2. A terminated employee may re-apply for a position with the company if they have completed the required DOT return to service protocols. These protocols may be reviewed from the SapList.Com website, or the DOT website. The company is not obligated to hire, or re-hire any person.

Pre-Employment Testing.

All safety sensitive employees are required to pass a DOT pre-employment urine drug test before being hired. If there is a positive test result, no employment offer is to be made. **The company will pay the cost of a single Pre-employment test per applicant.**

Random Testing Program.

CDL

The Random-testing program is implemented by a third party and/or a computerized Selection Process throughout the year. The TPA (third party administrator) notifies the DER, Designated Employee Representative. The DER can notify the Driver within the selection period. When the driver is notified, they must test ASAP. The Federal Motor Carrier Safety Administration does not allow testing delays due to convenience or movement of freight. (FMCSA).

The Company will cover the cost of any negative random test the employee is directed to take. The employee will be responsible for the cost of any positive tests and retests.

Mandatory Post Accident Testing.

Post accident drug and/or alcohol testing will be at supervisor or company request, or as Defined in 49 CFR Part 40. *See Chart*

| Type of accident involved | Citation issued to the CMV driver? (Class A or B) | Test must be Performed. |
|---------------------------|---|-------------------------|
|---------------------------|---|-------------------------|

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| | | |
|---|-------------------------|--------------------------|
| i. Human Fatality | Yes No | Yes Yes |
| ii. Bodily injury with immediate medical treatment away from scene. | Yes No | Yes No |
| iii. Disabling damage to any motor vehicle requiring tow away. | Yes No | Yes No |

Reasonable Suspicion Testing or Reasonable Cause

At least one Supervisor will be trained in accordance to 49 CFR 382.603 of the Federal Register to make these observations of Work Performance, Behavior, and Physical Indicators.

- Observable Symptoms or Unusual Behavior.
- The Odor or Smell of Alcohol or Drugs on the employee's breath or clothes or in an area (such as in a vehicle, office, work area, or restroom) immediately controlled or occupied by the employee.
- Alcohol, alcohol containers, illegal drugs or drug paraphernalia in the employee's possession or in an area controlled or occupied by the employee (vehicle, office, desk, restroom).
- Unexplained or Significant deterioration in job performance.
- Unexplained significant changes in behavior (e.g., abusive behavior, repeated disregard of safety rules or procedures, insubordination, etc.);
- Evidence that the employee may have tampered with a previous drug test.
- Criminal citations, arrests or convictions involving drugs and alcohol.
- Unexplained absenteeism or tardiness
- Employee admissions regarding drug or alcohol use;
- Any involvement in any work-related accident or near misses.
- Any type of Paraphernalia discovered on your person or Company Property

Fit for Duty

The company could require a fit for duty exam by a certified Medical Practitioner; this exam can be administered along with Drug and Alcohol Screen to determine if employee is fit for Duty. This could be requested in addition to the DOT Medical card Certificate.

Duty to Cooperate

An employee who fails to cooperate in the administration of this policy generally will be terminated and is in violation of §49 CFR Part 40. This includes such things as:

- Refusing to consent to testing, to submit a sample, or to sign required forms.

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- Refusing to cooperate in any way (for example, refusing to courteously and candidly cooperate in any interview or investigation, including any form of truthfulness, misrepresentation or misleading statements or omissions.);
- Any form of dishonesty in the investigation or testing process.
- Refusing to test again at a time of the Company's choosing whenever any test results in a finding of a dilute sample or reasonable suspicion.
- Failure to accept the referral, to enter into and complete an approved treatment program, or to sign or adhere to the commitments in the Last Chance Performance Agreement.

EMPLOYEE ACKNOWLEDGEMENT AND CONSENT TO TESTING

1. I, _____ acknowledge receiving a copy of the Company's Drug and Alcohol Policy. Date _____
2. I voluntarily agree to provide a sample of my Urine for Testing and to submit to any related physical or other examination when I have been requested to do so.
3. I authorize the release of the Test Result (and any other relevant medical information) to the Company for its use evaluation and suitability for continued employment. I also release the Company from all liability arising out of or connected with the testing.
4. I understand that if I refuse to submit to the testing, to give a requested sample(s), to authorize release of the results to the company, and/or if the test results indicate that I do not meet the Company's standards, I may be terminated.
5. I understand that any attempt to switch, adulterate or in any way tamper with the requested sample(s) or to otherwise manipulate the testing process will result in termination of employment. I also understand that if my test results are dilute on the second testing, I may be terminated.

I have read this entire policy and each of the above statements ☐Yes ☐No

Signature & Date _____

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Interoffice Memorandum

To: All Employees

Re: Installing Breakaway Columns safely

Date: February 22, 2021

To avoid possible injuries, we have purchased several heavy plate clamps to aide you in installing column breakaways.

In the past you may have used slings to install the columns and used a bucket truck, ladder or sling to elevate a worker to remove the sling once the column was in place.

The use of a sling to raise a person is unsafe and must not be used under any circumstances.

While the use of a sling to install the columns is acceptable, you must use a ladder, man-lift or bucket truck to elevate a person to remove the sling. The preferred method is to use a heavy-duty plate clamp to raise the column into place, and use the release on the clamp to dis-engage the column from the crane, there-by removing the need to be raised altogether.

Failure to follow these and other common safety practices will result in disciplinary action, up to and including termination.

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Interoffice Memorandum

To: All Employees

Re: Working under suspended loads

Date: February 22, 2021

While working near any crane or digger derrick, you may be working near a suspended load. Working under a suspended load can be deadly, NEVER work under a suspended load.

It is our policy that you should never work directly under a suspended load. Prior to you working near the suspended load, ensure that the lifted piece has been fully lowered and is securely settled into its final position before working on it. The Operator of the crane-digger should signal to you when it is safe to work on the load. The operator should meet with the crew before the lift and discuss the lift process and communications for the event.

Failure to follow these and other common safety practices will result in disciplinary action, up to and including termination.

**5182 South Saginaw
Grand Blanc, MI 48507**

**Telephone 810-695-7516
Fax 810-695-7567**

Interoffice Memorandum

To: All Employees

Re: Oxygen – acetylene tank transportation

Date: February 22, 2021

All oxygen and acetylene tanks must be secured in an upright position at all times. They must be secured in place with either chains or cargo straps. Transporting or storing them while being laid on their side is an explosion hazard, as the valve end may be damaged or broken off.

Failure to follow these and other common safety practices will result in disciplinary action, up to and including termination.

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Accident Prevention and Event Management Program Protocols

To prevent accidents employees are expected to read and understand all tool and equipment manuals and safety memos and be aware of the potential hazards associated with using them.

This includes reading and understanding the MITA Safety Handbook. It also includes reading and understanding all the safety memos that you were given upon hiring and during annual safety meetings.

Employees must inspect the work site, tools and materials to review and mitigate the hazards on a continual basis.

Employees who are in contact with Toxic and Hazardous materials, including Silica Dust, must take appropriate protective measures.

Employees who use flammable materials such as gasoline, Oxygen-Acetylene equipment must store and use them in a safe manner as outlined in training.

Accident-Injury process

The process-controlled management of any event involving injuries and/or commercial motor vehicle fleet of the company is important to ensure the safety of our employees, the securement of any event scene, and the mitigation of unnecessary liabilities. Pre-established procedures and protocols ensure trained response to the management of event scenes, and the documentation and communication of facts.

Event Scene Protocols

In an attempt to minimize the results of an accident, it is the driver's and or Supervisors or other employee's responsibility, if able, to prevent further injuries or damages, notify authorities by calling 911 and notify management of Action Traffic Maintenance.

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If they do not cause concern for any personal injury, the following actions should take place in this specific order:

1. Call 911 and report accident. Be prepared to report if there are any injuries, administer first aid if required and appropriate.
2. **Contact the Action Traffic Maintenance** office and immediately state that you are calling to report an accident. When calling, do not leave a message, continue down the contact list until you talk with a live person.

If there is no answer at the office, contact management in the following order:

Jeff Irvin – (810-908-4351)

TJ Peake – (248-467-0077)

Mike Peake Jr – (248-361-5106)

Ed Trombley – (810-288-2365)

Assess Injuries, vehicle damage and report if the vehicle will require a tow to remove from the scene. Make every effort to remove vehicle without tow.

3. Secure the accident scene without putting yourself in danger. If possible, move the vehicles off the travelled portion of the roadway. Set up emergency warning flares/reflectors etc.
4. Photo document the scene and any involved or witness vehicles.
5. Gather names and contact info for any potential witnesses.
6. Obtain/Record pertinent information to include:
 - Record description of any injuries and to who.
 - Vehicle license number of other involved or witness vehicles.
 - Date and time of accident.
 - Time of day, road, and weather conditions.
 - Driver's license number of any involved driver.
 - Record if any passenger occupants in involved vehicles

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7. Draw a diagram of the accident scene noting street names, traffic signage, road hazards, etc.
8. Be courteous and compliant with authorities and notify them that personnel from your company have been notified and are responding to the scene
9. **Do not discuss or dispute the accident with anyone at the scene except the police. When talking with police, describe the events leading up to the accident and do not render an opinion or discuss who was at fault. Do not accept any responsibility for the accident.** Remember, accidents are an emotionally charged situation, keep dialog to a minimum and control your emotional state. Keep a level head and don't argue the case on the side of the road.
10. When company personnel arrive, prepare to leave the scene as soon as you are released by police. If possible, retrieve any personal belongings from the vehicle and take them with you.
11. Turn in all recorded information to the company representative responding to the scene.

ACTION TRAFFIC MAINTENANCE

E.O.E

**5182 South Saginaw
Grand Blanc, MI 48507**

**Telephone 810-695-7516
Fax 810-695-7567**

To: All Employees

Regarding: Materials, New, Salvage and Scrap

Date: February 22, 2021

The company purchases and collects many materials during the course of the year. All of this material, New, Salvage, Scrap is company property and shall not be taken for personal use in any manner.

In the event that you may wish to take some of this used or scrap material, ask your supervisor for permission. Supervisors will check with Mike Jr, Jeff or TJ for approval.

In no case will theft or taking of materials be allowed or tolerated without prior approval.

Failure to follow this policy will result in disciplinary action, up to and including termination of employment.

If you have any question regarding this, please contact Mike Jr or Jeff Irvin.

**5182 South Saginaw
Grand Blanc, MI 48507**

**Telephone 810-695-7516
Fax 810-695-7567**

Interoffice Memorandum

To: All Employees

Re: Mandatory Pre-lift meetings (Crane man-lifts-platforms)

Date: February 22, 2021

OSHA requires that prior to elevating a person from a crane or digger derrick, the foreman must hold a pre-lift meeting. It is our policy to NOT lift any personnel from a crane or digger derrick. However, if it is the only option, you must follow the guidelines set up in OSHA, attached are the rules, please read, understand and follow them. You must contact the safety officer for prior approval before any personal are lifted using a crane or digger derrick.

The foreman of the crew shall have a pre-lift meeting with all employees under their supervision, before each trial lift at each new location, and shall be repeated for each new person assigned to the operation.

Who must attend:

- a- the crane operator
- b- the signal person
- c- employee to be lifted
- d- the person who is responsible for the task to be performed

Again, the specific rules for a pre-lift meeting are attached, review them before each personal lift.

The complete OSHA-MIOSHA lifting and digging equipment rules are in every crane-bucket and digger truck. There are also copies located at the main office for review at any time. You may request extra copies at any time.

Failure to follow these and other common safety practices will result in disciplinary action, up to and including termination.

**5182 South Saginaw
Grand Blanc, MI 48507**

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Interoffice Memorandum

To: All Employees

Re: Material Handling Safety

Date: February 22, 2021

In order to create and maintain a safe working area, please read and understand and follow this important safety notice.

Whenever working with any lifting or rigging equipment, it is imperative that you visually and mechanically inspect all connections, hardware, cables and slings. Failure to properly inspect and identify and replace any defective lifting apparatus can create a deadly situation upon trying to use them.

All connections, hardware cables and slings **MUST** be in good working order, and not show signs of deterioration. If you do notice any signs of deterioration, broken or missing parts, **DO NOT USE**, or attempt to repair it. These pieces must be replaced with new, certified materials. Bring the defective part(s) to your supervisor for replacement. Mark the parts out of service.

Follow these procedures to identify potential hazards:

- Before operating any crane or lifting rig, you must be trained by Action Traffic Maintenance, have fully read and understand the units Owners manual. And be familiar with the maintenance and safety outline of that piece of equipment.
- Visually inspect all connections, look for broken, missing or bent hardware or cables. If any part is broken, missing or bent, immediately remove the key and place the unit Out of service. Notify your supervisor. Do not use until replacement or a certified technician has completed repair.
- Visually inspect all wire cables. Cable must not have any kinks, frayed or broken wires. If the cable shows any of these signs, remove the cable immediately and replace with new.
- Visually inspect all nylon slings-cables. Nylon slings and cables must not have any cuts or excessive fraying. The nylon cables and slings have wear indicators on them, called "remove from service strands". If the strands are showing, immediately cut and discard the defective cable-sling and replace with new.
- If after a visual inspection and all items appear with-in safety limits, **ALWAYS** be aware of the units' reaction to the lift. If you notice strange noise or vibration during a lift, halt the lift and lower the load to ground level, re-inspect and repair all components before commencing.

Failure to follow these and other common safety practices will result in disciplinary action, up to and including termination. Field Supervisors have the authority to request employees leave the worksite if they create a hazard to themselves or others at any time.

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Interoffice Memorandum

To: All Employees

From: TJ Peake

Re: Fall Training - Working on Decks of Trucks, Cranes, Derricks ect.

Date: December 1st, 2021

Working on the deck of a truck and other vehicles, even while at low heights, presents hazards that cannot be avoided – these hazards can only be mitigated with proper care and caution.

This is a reminder to all employees that while fall protection is not required at working surface heights of less than 6'; the possibility for the following hazards are still present:

1. Trip/Slip hazards
2. Fall hazards

To mitigate and control these hazards, all employees must remember to:

1. Sweep the decks of trucks and other vehicles.
 - a. This includes snow and ice in the winter.
2. Check decks for any types of damage. This includes missing boards, loose boards, deteriorating decks ect ect.
 - a. If any damage to the deck is found, do not perform any work from the deck surface and report the damages to your supervisor and your supervisor will initiate a "Service Request" to the Maintenance Department.
3. Always remember "3-Points of Contact" whenever getting on or off deck surfaces.

Failure to follow these and other common safety practices will result in disciplinary action, up to and including termination.

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Interoffice Memorandum

To: All Employees

Re: Installing Breakaway Columns safely

Date: February 22, 2021

To avoid possible injuries, we have purchased several heavy plate clamps to aide you in installing column breakaways.

In the past you may have used slings to install the columns and used a bucket truck, ladder or sling to elevate a worker to remove the sling once the column was in place.

The use of a sling to raise a person is unsafe and must not be used under any circumstances.

While the use of a sling to install the columns is acceptable, you must use a ladder, man-lift or bucket truck to elevate a person to remove the sling. The preferred method is to use a heavy-duty plate clamp to raise the column into place, and use the release on the clamp to dis-engage the column from the crane, there-by removing the need to be raised altogether.

Failure to follow these and other common safety practices will result in disciplinary action, up to and including termination.

5182 South Saginaw
Grand Blanc, MI 48507

Telephone 810-695-7516
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Interoffice Memorandum

To: All Employees

Re: Personnel Lifting

Date: February 22, 2021

To avoid possible injuries, you must never be elevated in an unsafe manner.

The only approved and safe way to do work in an elevated situation is to use an appropriate aerial lift, such as a bucket truck, man-lift or ladder. During the lift and while working at any elevated height, you must also be attached to the man-lift or bucket truck with a safety harness and lanyard. If working outside the lift you must have your harness and 2 lanyards attached to an appropriate fixed support that is capable of holding your weight.

The use of a sling to raise a person is unsafe and must not be used under any circumstances.

Failure to follow these and other common safety practices will result in disciplinary action, up to and including termination.

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Interoffice Memorandum

To: All Employees

Re: Open Lifting Hook

Date: February 22, 2021

Whenever using a crane or other lifting device, the hook that is being used must have a spring-loaded hook cover. If you use a hook without the spring-loaded cover, the load may slip off the hook resulting in an unsafe situation. If the hook does not have a spring-loaded cover, DO NOT USE the equipment, place it out of service and replace the hook before it is placed back in service.

Failure to follow these and other common safety practices will result in disciplinary action, up to and including termination.

ACTION TRAFFIC MAINTENANCE

E.O.E

**5182 South Saginaw
Grand Blanc, MI 48507**

**Telephone 810-695-7516
Fax 810-695-7567**

To: All ATM Field Employees

Re: CDL Requirements Notice

Date: 2-22-2021

Any Action Traffic Maintenance employee who is required to operate vehicles that require a CDL endorsement, must have a valid Michigan Drivers License with a CDL endorsement with a Group B designation and air brake certificate. Foremen are further required to have a Group A designation in addition to the above requirements, as well as a current and valid Medical certificate.

All effected employees must provide proof of their CDL with endorsements. A copy of your valid drivers license with the endorsement and valid current Medical certificate is required.

Failure to have your CDL, prior to being called into work, will result in immediate termination. Open positions will be posted at that time. You may re-apply for any open positions after you obtain your CDL and meet any other job requirements at that time. Be advised that we will fill the positions as soon as possible, with a qualified applicant.

We realize that you may need to take tests to acquire the CDL. ATM will supply a CDL required Vehicle for your Driving skill test. You need to request a vehicle for testing purposes a week in advance of your driving test.

It is our sincere hope that all employees will be able to secure their CDL requirement and your job.

At any time during your employment your driver's license status has a changed, you must notify the office immediately.

We have your driver's license ran through the State of Michigan motor vehicle records department several times per year to check current status.

Feel free to contact myself, or your supervisor, for any clarification to this policy, or to answer any questions.

Thank you for your prompt attention to this important matter.

Interoffice Memorandum

To: All Employees

Re: Crystalline Silica exposure

Date: 02/22/2021

Effective immediately all employees need to protect themselves from Crystalline Silica particles. Crystalline Silica Particles (referred to as CSP below) occur whenever dust is formed from operations such as saw cutting, sanding, pulverizing or drilling concrete and many other work activities.

Our designated competent person who you can direct questions to is TJ Peake, contact him at 248-467-0077.

Crystalline silica is a basic component of soil, sand, granite, and many other minerals. Quartz is the most common form of crystalline silica. Cristobalite and tridymite are two other forms of crystalline silica. All three forms may become respirable size particles when workers chip, cut, drill, or grind objects that contain crystalline silica.

What are the hazards of crystalline silica?

Silica exposure remains a serious threat to nearly 2 million U.S. workers, including more than 100,000 workers in high risk jobs such as abrasive blasting, foundry work, stonecutting, rock drilling, quarry work and tunneling. Crystalline silica has been classified as a human lung carcinogen. Additionally, breathing crystalline silica dust can cause silicosis, which in severe cases can be disabling, or even fatal. The respirable silica dust enters the lungs and causes the formation of scar tissue, thus reducing the lungs' ability to take in oxygen. There is no cure for silicosis. Since silicosis affects lung function, it makes one more susceptible to lung infections like tuberculosis. In addition, smoking causes lung damage and adds to the damage caused by breathing silica dust.

What are the symptoms of silicosis?

Silicosis is classified into three types: chronic/classic, accelerated, and acute.

Chronic/classic silicosis, the most common, occurs after 15–20 years of moderate to low exposures to respirable crystalline silica. Symptoms associated with chronic silicosis may or may not be obvious; therefore, workers need to have a chest x-ray to determine if there is lung damage. As the disease progresses, the worker may experience shortness of breath upon exercising and have clinical signs of poor oxygen/carbon dioxide exchange. In the later stages, the worker may experience fatigue, extreme shortness of breath, chest pain, or respiratory failure.

Accelerated silicosis can occur after 5-10 years of high exposures to respirable crystalline silica. Symptoms include severe shortness of breath, weakness, and weight loss. The onset of symptoms takes longer than in acute silicosis.

Acute silicosis occurs after a few months or as long as 2 years following exposures to extremely high concentrations of respirable crystalline silica. Symptoms of acute silicosis include severe disabling shortness of breath, weakness, and weight loss, which often leads to death.

What can employers/employees do to protect against exposures to crystalline silica?

- Replace crystalline silica materials with safer substitutes, whenever possible.
- Provide engineering or administrative controls, where feasible, such as local exhaust ventilation, and blasting cabinets. Where necessary to reduce exposures below the PEL, use protective equipment or other protective measures.
- **Use all available work practices to control dust exposures, such as water sprays.**
- **Wear only a N95 NIOSH certified respirator, if respirator protection is required. Do not alter the respirator. Do not wear a tight-fitting respirator with a beard or mustache that prevents a good seal between the respirator and the face.**
- Wear only a Type CE abrasive-blast supplied-air respirator for abrasive blasting.
- **Wear disposable or washable work clothes and shower if facilities are available. Vacuum the dust from your clothes or change into clean clothing before leaving the work site.**
- **Participate in training, exposure monitoring, and health screening and surveillance programs to monitor any adverse health effects caused by crystalline silica exposures.**
- **Be aware of the operations and job tasks creating crystalline silica exposures in your workplace environment and know how to protect yourself.**
- Be aware of the health hazards related to exposures to crystalline silica.
- Smoking adds to the lung damage caused by silica exposures.
- **Do not eat, drink, smoke, or apply cosmetics in areas where crystalline silica dust is present. Wash your hands and face outside of dusty areas before performing any of these activities.**

Some other things we know that will create exposure, and want you to avoid; Diamond Grinding, Sweeping operations, Compressed air cleaning, Walk behind saw cutting, any known concrete dust creating work. Whenever possible wet working areas to subdue dust.

It is our policy that you wear N95 NIOSH respirator when working with or near Crystalline Silica Particles when required.

It is also policy and law that you are required to be evaluated by a Licensed professional if you are exposed more than 30 days per year. You are required to report to your supervisor who will report to the office each day you are exposed.

You must be aware of your surroundings at all times and be sure to wear Personal Protection Equipment (PPE) when warranted. It is also your responsibility to watch out for your fellow employees. If you see someone not wearing their PPE, remind them to put it on, and report them to your supervisor if they refuse.

Failure to follow these and other common safety practices will result in disciplinary action, up to and including termination.

Attached are specific work activities and best practices to avoid exposure. This is known as our Written exposure control program. All employees are required to read, understand

and ask any questions that they are unsure about. The ones with * will be most prevalent during normal work activities, however all could be experienced.

For each activity, it will state the work practices control methods that must be adhered to, then it lists the required respiratory protection requirements based on the time of exposure and whether it is in-door or outdoor.

Failure to follow these procedures will result in disciplinary action up to and including discharge.

§1926.1153 Respirable crystalline silica.

(c) Specified exposure control methods. (1) For each employee engaged in a task identified on Table 1, the employer shall fully and properly implement the engineering controls, work practices, and respiratory protection specified for the task on Table 1, unless the employer assesses and limits the exposure of the employee to respirable crystalline silica in accordance with paragraph (d) of this section.

Table 1: Specified Exposure Control Methods When Working With Materials Containing Crystalline Silica

| Equipment / Task | Engineering and Work Practice Control Methods | Required Respiratory Protection and Minimum Assigned Protection Factor (APF) | |
|---|--|--|----------------------|
| | | ≤ 4 hours /shift | > 4 hours /shift |
| (i) Stationary masonry saws | Use saw equipped with integrated water delivery system that continuously feeds water to the blade. Operate and maintain tool in accordance with manufacturer's instructions to minimize dust emissions. | None | None |
| (ii) Handheld power saws (any blade diameter) | Use saw equipped with integrated water delivery system that continuously feeds water to the blade. | | |
| | Operate and maintain tool in accordance with manufacturer's instructions to minimize dust emissions. | | |
| | — When used outdoors. — When used indoors or in an enclosed area. | None APF 10 | APF 10 APF 10 |

LESS
THAN
4 hours
per
shift

MORE
THAN
4 hours
per
shift



| Equipment / Task | Engineering and Work Practice Control Methods | Required Respiratory Protection and Minimum Assigned Protection Factor (APF) | |
|--|---|--|---------------------------|
| | | ≤ 4 hours /shift | > 4 hours /shift |
| (iii) Handheld power saws for cutting fiber-cement board (with blade diameter of 8 inches or less) | <p>For tasks performed outdoors only:</p> <p>Use saw equipped with commercially available dust collection system.</p> <p>Operate and maintain tool in accordance with manufacturer's instructions to minimize dust emissions.</p> <p>Dust collector must provide the air flow recommended by the tool manufacturer, or greater, and have a filter with 99% or greater efficiency.</p> | None | None |
| (iv) Walk-behind saws | <p>Use saw equipped with integrated water delivery system that continuously feeds water to the blade.</p> <p>Operate and maintain tool in accordance with manufacturer's instructions to minimize dust emissions.</p> <ul style="list-style-type: none"> – When used outdoors. – When used indoors or in an enclosed area. | <p>None</p> <p>APF 10</p> | <p>None</p> <p>APF 10</p> |
| (v) Drivable saws | <p>For tasks performed outdoors only:</p> <p>Use saw equipped with integrated water delivery system that continuously feeds water to the blade.</p> <p>Operate and maintain tool in accordance with manufacturer's instructions to minimize dust emissions.</p> | None | None |

| Equipment / Task | Engineering and Work Practice Control Methods | Required Respiratory Protection and Minimum Assigned Protection Factor (APF) | |
|---|---|--|------------------|
| | | ≤ 4 hours /shift | > 4 hours /shift |
| (vi) Rig-mounted core saws or drills | Use tool equipped with integrated water delivery system that supplies water to cutting surface. Operate and maintain tool in accordance with manufacturer's instructions to minimize dust emissions. | None | None |
| (vii) Handheld and stand-mounted drills (including impact and rotary hammer drills) | Use drill equipped with commercially available shroud or cowl with dust collection system. Operate and maintain tool in accordance with manufacturer's instructions to minimize dust emissions. Dust collector must provide the air flow recommended by the tool manufacturer, or greater, and have a filter with 99% or greater efficiency and a filter-cleaning mechanism. Use a HEPA-filtered vacuum when cleaning holes. | None | None |
| (viii) Dowel drilling rigs for concrete | For tasks performed outdoors only: Use shroud around drill bit with a dust collection system. Dust collector must have a filter with 99% or greater efficiency and a filter-cleaning mechanism. Use a HEPA-filtered vacuum when cleaning holes. | APF 10 | APF 10 |
| (ix) Vehicle-mounted drilling rigs for rock and concrete | Use dust collection system with close capture hood or shroud around drill bit with a low-flow water spray to wet the dust at the discharge point from the dust collector. OR Operate from within an enclosed cab and use water for dust suppression on drill bit. | None | None |

| Equipment / Task | Engineering and Work Practice Control Methods | Required Respiratory Protection and Minimum Assigned Protection Factor (APF) | |
|--|---|--|------------------|
| | | ≤ 4 hours /shift | > 4 hours /shift |
| (x) Jackhammers and handheld powered chipping tools | Use tool with water delivery system that supplies a continuous stream or spray of water at the point of impact. | | |
| | – When used outdoors. | None | APF 10 |
| | – When used indoors or in an enclosed area. | APF 10 | APF 10 |
| | OR | | |
| | Use tool equipped with commercially available shroud and dust collection system. | | |
| | Operate and maintain tool in accordance with manufacturer's instructions to minimize dust emissions. | | |
| | Dust collector must provide the air flow recommended by the tool manufacturer, or greater, and have a filter with 99% or greater efficiency and a filter-cleaning mechanism. | | |
| | – When used outdoors. | None | APF 10 |
| (xi) Handheld grinders for mortar removal (i.e., tuckpointing) | – When used indoors or in an enclosed area. | APF 10 | APF 10 |
| | Use grinder equipped with commercially available shroud and dust collection system. | | |
| | Operate and maintain tool in accordance with manufacturer's instructions to minimize dust emissions. | | |
| | Dust collector must provide 25 cubic feet per minute (cfm) or greater of airflow per inch of wheel diameter and have a filter with 99% or greater efficiency and a cyclonic pre-separator or filter-cleaning mechanism. | | |



| Equipment / Task | Engineering and Work Practice Control Methods | Required Respiratory Protection and Minimum Assigned Protection Factor (APF) | |
|--|--|--|------------------|
| | | ≤ 4 hours /shift | > 4 hours /shift |
| (xii) Handheld grinders for uses other than mortar removal | <p>For tasks performed outdoors only:</p> <p>Use grinder equipped with integrated water delivery system that continuously feeds water to the grinding surface.</p> <p>Operate and maintain tool in accordance with manufacturer's instructions to minimize dust emissions.</p> <p>OR</p> <p>Use grinder equipped with commercially available shroud and dust collection system.</p> <p>Operate and maintain tool in accordance with manufacturer's instructions to minimize dust emissions.</p> <p>Dust collector must provide 25 cubic feet per minute (cfm) or greater of airflow per inch of wheel diameter and have a filter with 99% or greater efficiency and a cyclonic pre-separator or filter-cleaning mechanism.</p> <p>— When used outdoors.</p> <p>— When used indoors or in an enclosed area.</p> | None | None |
| | | None | None |
| | | None | APF 10 |

| Equipment / Task | Engineering and Work Practice Control Methods | Required Respiratory Protection and Minimum Assigned Protection Factor (APF) | |
|---|---|--|------------------|
| | | ≤ 4 hours /shift | > 4 hours /shift |
| (xiii) Walk-behind milling machines and floor grinders | <p>Use machine equipped with integrated water delivery system that continuously feeds water to the cutting surface.</p> <p>Operate and maintain tool in accordance with manufacturer's instructions to minimize dust emissions.</p> <p>OR</p> <p>Use machine equipped with dust collection system recommended by the manufacturer.</p> <p>Operate and maintain tool in accordance with manufacturer's instructions to minimize dust emissions.</p> <p>Dust collector must provide the air flow recommended by the manufacturer, or greater, and have a filter with 99% or greater efficiency and a filter-cleaning mechanism.</p> <p>When used indoors or in an enclosed area, use a HEPA-filtered vacuum to remove loose dust in between passes.</p> | None | None |
| (xiv) Small drivable milling machines (less than half-lane) | <p>Use a machine equipped with supplemental water sprays designed to suppress dust.</p> <p>Water must be combined with a surfactant.</p> <p>Operate and maintain machine to minimize dust emissions.</p> | None | None |

| Equipment / Task | Engineering and Work Practice Control Methods | Required Respiratory Protection and Minimum Assigned Protection Factor (APF) | |
|---|---|--|------------------|
| | | ≤ 4 hours /shift | > 4 hours /shift |
| (xv) Large drivable milling machines (half-lane and larger) | For cuts of any depth on asphalt only: | | |
| | Use machine equipped with exhaust ventilation on drum enclosure and supplemental water sprays designed to suppress dust. | None | None |
| | Operate and maintain machine to minimize dust emissions. | | |
| | For cuts of four inches in depth or less on any substrate: | | |
| | Use machine equipped with exhaust ventilation on drum enclosure and supplemental water sprays designed to suppress dust. | None | None |
| (xvi) Crushing machines | Operate and maintain machine to minimize dust emissions. | | |
| | OR | | |
| | Use a machine equipped with supplemental water spray designed to suppress dust. | None | None |
| | Water must be combined with a surfactant. | | |
| | Operate and maintain machine to minimize dust emissions. | | |
| (xvi) Crushing machines | Use equipment designed to deliver water spray or mist for dust suppression at crusher and other points where dust is generated (e.g., hoppers, conveyers, sieves/sizing or vibrating components, and discharge points). | None | None |
| | Operate and maintain machine in accordance with manufacturer's instructions to minimize dust emissions. | | |
| | Use a ventilated booth that provides fresh, climate-controlled air to the operator, or a remote control station. | | |

| Equipment / Task | Engineering and Work Practice Control Methods | Required Respiratory Protection and Minimum Assigned Protection Factor (APF) | |
|---|---|--|------------------|
| | | ≤ 4 hours /shift | > 4 hours /shift |
| (xvii) Heavy equipment and utility vehicles used to abrade or fracture silica-containing materials (e.g., hoe-ramming, rock ripping) or used during demolition activities involving silica-containing materials | Operate equipment from within an enclosed cab. When employees outside of the cab are engaged in the task, apply water and/or dust suppressants as necessary to minimize dust emissions. | None None | None None |
| (xviii) Heavy equipment and utility vehicles for tasks such as grading and excavating but not including: demolishing, abrading, or fracturing silica-containing materials | Apply water and/or dust suppressants as necessary to minimize dust emissions. OR When the equipment operator is the only employee engaged in the task, operate equipment from within an enclosed cab. | None None | None None |

(2) When implementing the control measures specified in Table 1, each employer shall:

- (i) For tasks performed indoors or in enclosed areas, provide a means of exhaust as needed to minimize the accumulation of visible airborne dust;
- (ii) For tasks performed using wet methods, apply water at flow rates sufficient to minimize release of visible dust;
- (iii) For measures implemented that include an enclosed cab or booth, ensure that the enclosed cab or booth:
 - (A) Is maintained as free as practicable from settled dust;
 - (B) Has door seals and closing mechanisms that work properly;
 - (C) Has gaskets and seals that are in good condition and working properly;
 - (D) Is under positive pressure maintained through continuous delivery of fresh air;
 - (E) Has intake air that is filtered through a filter that is 95% efficient in the 0.3-10.0 µm range (e.g., MERV-16 or better); and
 - (F) Has heating and cooling capabilities.

(3) Where an employee performs more than one task on Table 1 during the course of a shift, and the total duration of all tasks combined is more than four hours, the required respiratory protection for each task is the respiratory protection specified for more than four hours per shift. If the total duration of all tasks on Table 1 combined is less than four hours, the required respiratory protection for each task is the respiratory protection specified for less than four hours per shift.