

New Hire Checklist

1. ___ Checklist for Qualification of New Drivers
2. ___ Application for Employment
3. ___ Request for Check of Driving Record
4. ___ Fair Credit Reporting Act Disclosure Statement
5. ___ Request for Information from Previous Employer
6. ___ Medical Examination Report
7. ___ Medical Examiner's Certificate
8. ___ Record and Certificate of Road Test
9. ___ Certificate of Compliance
10. ___ Record of Violations/Annual Review Certificate
11. ___ Driver's Data Sheet – New Hire
12. ___ Driver's Data Sheet – Intermittent or Multiple-Employer Driver
13. ___ Certification of Road Test
14. ___ Driver Qualification and Identification Certificate
15. ___ Employment Eligibility Verification
16. ___ Driver Qualification File Contents Sheet
17. ___ Emergency Contact Form
18. ___ Medtox
19. ___ Safety Policy
20. ___ W-4 Form
21. ___ Designated Provider Listing
22. ___ Request and Consent for Information From Previous Employers.
23. ___ Driver's License
24. ___ Drug Policy
25. ___ Drug Test
26. ___ Cobra Aid
27. ___ Insurance Wavier
28. ___ Deduct Letter

DRIVER'S APPLICATION FOR EMPLOYMENT

Applicant Name _____ Date of Application _____
(print)

Company _____

Address _____

City _____ State _____ Zip _____

In compliance with Federal and State equal employment opportunity laws, qualified applicants are considered for all positions without regard to race, color, religion, sex, national origin, age, marital status, veteran status, non-job related disability, or any other protected group status.

TO BE READ AND SIGNED BY APPLICANT

I authorize you to make such investigations and inquiries of my personal, employment, financial or medical history and other related matters as may be necessary in arriving at an employment decision. (Generally, inquiries regarding medical history will be made only if and after a conditional offer of employment has been extended.) I hereby release employers, schools, health care providers and other persons from all liability in responding to inquiries and releasing information in connection with my application.

In the event of employment, I understand that false or misleading information given in my application or interview(s) may result in discharge. I understand, also, that I am required to abide by all rules and regulations of the Company.

I understand that information I provide regarding current and/or previous employers may be used, and those employer(s) will be contacted, for the purpose of investigating my safety performance history as required by 49 CFR 391.23(d) and (e). I understand that I have the right to:

- Review information provided by previous employers;
- Have errors in the information corrected by previous employers and for those previous employers to re-send the corrected information to the prospective employer; and
- Have a rebuttal statement attached to the alleged erroneous information, if the previous employer(s) and I cannot agree on the accuracy of the information.

Signature _____ Date _____

FOR COMPANY USE

PROCESS RECORD

APPLICANT HIRED _____ REJECTED _____

DATE EMPLOYED _____ POINT EMPLOYED _____

DEPARTMENT _____ CLASSIFICATION _____
(IF REJECTED, SUMMARY REPORT OF REASONS SHOULD BE PLACED IN FILE)

SIGNATURE OF INTERVIEWING OFFICER _____

TERMINATION OF EMPLOYMENT

DATE TERMINATED _____ DEPARTMENT RELEASED FROM _____

DISMISSED _____ VOLUNTARILY QUIT _____ OTHER _____

TERMINATION REPORT PLACED IN FILE _____ SUPERVISOR _____

This form is made available with the understanding that J. J. Keller & Associates, Inc. is not engaged in rendering legal, accounting, or other professional services. J. J. Keller & Associates, Inc. assumes no responsibility for the use of this form, or any decision made by an employer which may violate local, state, or federal law.

APPLICANT TO COMPLETE

(answer all questions - please print)

Position(s) Applied for _____

Name _____
Last First Middle Social Security No.

List your addresses of residency for the past 3 years.

Current Address _____
Street City

State _____ Zip Code _____ Phone _____ How Long? _____
yr./mo.

Previous Addresses

Street _____ City _____ State & Zip Code _____ How Long? _____
yr./mo.

Street _____ City _____ State & Zip Code _____ How Long? _____
yr./mo.

Street _____ City _____ State & Zip Code _____ How Long? _____
yr./mo.

Do you have the legal right to work in the United States? _____

Date of Birth _____ / _____ / _____ Can you provide proof of age? _____
(Required for Commercial Drivers)

Have you worked for this company before? _____ Where? _____

Dates: From _____ To _____ Rate of Pay _____ Position _____

Reason for leaving _____

Are you now employed? _____ If not, how long since leaving last employment? _____

Who referred you? _____ Rate of pay expected _____

Have you ever been bonded? _____ Name of bonding company _____
(Answer only if a job requirement)

Have you ever been convicted of a felony? _____

If yes, please explain fully on a separate sheet of paper. Conviction of a crime is not an automatic bar to employment-all circumstances will be considered.

Is there any reason you might be unable to perform the functions of the job for which you have applied [as described in the attached job description]?

If yes, explain if you wish.

EMPLOYMENT HISTORY

All driver applicants to drive in interstate commerce must provide the following information on all employers during the preceding 3 years. List complete mailing address, street number, city, state and zip code.

Applicants to drive a commercial motor vehicle* in intrastate or interstate commerce shall also provide an additional 7 years' information on those employers for whom the applicant operated such vehicle.

(NOTE: List employers in reverse order starting with the most recent. Add another sheet as necessary.)

EMPLOYER			DATE	
NAME			FROM MO.	YR.
ADDRESS			TO MO. YR.	
CITY	STATE	ZIP	POSITION HELD	
CONTACT PERSON		PHONE NUMBER	SALARY/WAGE	
REASON FOR LEAVING				
WERE YOU SUBJECT TO THE FMCSRS [†] WHILE EMPLOYED? <input type="checkbox"/> YES <input type="checkbox"/> NO				
WAS YOUR JOB DESIGNATED AS A SAFETY-SENSITIVE FUNCTION IN ANY DOT-REGULATED MODE SUBJECT TO THE DRUG AND ALCOHOL TESTING REQUIREMENTS OF 49 CFR PART 40? <input type="checkbox"/> YES <input type="checkbox"/> NO				

EMPLOYMENT HISTORY (continued)

EMPLOYER			DATE	
NAME			FROM MO. YR.	TO MO. YR.
ADDRESS			POSITION HELD	
CITY	STATE	ZIP	SALARY/WAGE	
CONTACT PERSON		PHONE NUMBER	REASON FOR LEAVING	
WERE YOU SUBJECT TO THE FMCSRs [†] WHILE EMPLOYED? <input type="checkbox"/> YES <input type="checkbox"/> NO				
WAS YOUR JOB DESIGNATED AS A SAFETY-SENSITIVE FUNCTION IN ANY DOT-REGULATED MODE SUBJECT TO THE DRUG AND ALCOHOL TESTING REQUIREMENTS OF 49 CFR PART 40? <input type="checkbox"/> YES <input type="checkbox"/> NO				

EMPLOYER			DATE	
NAME			FROM MO. YR.	TO MO. YR.
ADDRESS			POSITION HELD	
CITY	STATE	ZIP	SALARY/WAGE	
CONTACT PERSON		PHONE NUMBER	REASON FOR LEAVING	
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WAS YOUR JOB DESIGNATED AS A SAFETY-SENSITIVE FUNCTION IN ANY DOT-REGULATED MODE SUBJECT TO THE DRUG AND ALCOHOL TESTING REQUIREMENTS OF 49 CFR PART 40? <input type="checkbox"/> YES <input type="checkbox"/> NO				

EMPLOYER			DATE	
NAME			FROM MO. YR.	TO MO. YR.
ADDRESS			POSITION HELD	
CITY	STATE	ZIP	SALARY/WAGE	
CONTACT PERSON		PHONE NUMBER	REASON FOR LEAVING	
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ADDRESS			POSITION HELD	
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EMPLOYER			DATE	
NAME			FROM MO. YR.	TO MO. YR.
ADDRESS			POSITION HELD	
CITY	STATE	ZIP	SALARY/WAGE	
CONTACT PERSON		PHONE NUMBER	REASON FOR LEAVING	
WERE YOU SUBJECT TO THE FMCSRs [†] WHILE EMPLOYED? <input type="checkbox"/> YES <input type="checkbox"/> NO				
WAS YOUR JOB DESIGNATED AS A SAFETY-SENSITIVE FUNCTION IN ANY DOT-REGULATED MODE SUBJECT TO THE DRUG AND ALCOHOL TESTING REQUIREMENTS OF 49 CFR PART 40? <input type="checkbox"/> YES <input type="checkbox"/> NO				

*Includes vehicles having a GVWR of 26,001 lbs. or more, vehicles designed to transport 16 or more passengers (including the driver), or any size vehicle used to transport hazardous materials in a quantity requiring placarding.

†The Federal Motor Carrier Safety Regulations (FMCSRs) apply to anyone operating a motor vehicle on a highway in interstate commerce to transport passengers or property when the vehicle: (1) weighs or has a GVWR of 10,001 pounds or more, (2) is designed or used to transport more than 8 passengers (including the driver), OR (3) is of any size and is used to transport hazardous materials in a quantity requiring placarding.

ACCIDENT RECORD FOR PAST 3 YEARS OR MORE (ATTACH SHEET IF MORE SPACE IS NEEDED) IF NONE, WRITE NONE

DATES	NATURE OF ACCIDENT (HEAD-ON, REAR-END, UPSET, ETC.)	FATALITIES	INJURIES	HAZARDOUS MATERIAL SPILL
LAST ACCIDENT _____				
NEXT PREVIOUS _____				
NEXT PREVIOUS _____				

TRAFFIC CONVICTIONS AND FORFEITURES FOR THE PAST 3 YEARS (OTHER THAN PARKING VIOLATIONS) IF NONE, WRITE NONE

LOCATION	DATE	CHARGE	PENALTY

(ATTACH SHEET IF MORE SPACE IS NEEDED)

EXPERIENCE AND QUALIFICATIONS – DRIVER

List all driver licenses or permits held in the past 3 years

DRIVER LICENSES	STATE	LICENSE NO.	TYPE	EXPIRATION DATE

- A. Have you ever been denied a license, permit or privilege to operate a motor vehicle? YES _____ NO _____
- B. Has any license, permit or privilege ever been suspended or revoked? YES _____ NO _____
- IF THE ANSWER TO EITHER A OR B IS YES, GIVE DETAILS _____

DRIVING EXPERIENCE CHECK YES OR NO

CLASS OF EQUIPMENT	CIRCLE TYPE OF EQUIPMENT	DATES		APPROX. NO. OF MILES (TOTAL)
		FROM (M/Y)	TO (M/Y)	
STRAIGHT TRUCK <input type="checkbox"/> YES <input type="checkbox"/> NO	(VAN, TANK, FLAT, DUMP, REFER)			
TRACTOR AND SEMI-TRAILER <input type="checkbox"/> YES <input type="checkbox"/> NO	(VAN, TANK, FLAT, DUMP, REFER)			
TRACTOR - TWO TRAILERS <input type="checkbox"/> YES <input type="checkbox"/> NO	(VAN, TANK, FLAT, DUMP, REFER)			
TRACTOR - THREE TRAILERS <input type="checkbox"/> YES <input type="checkbox"/> NO	(VAN, TANK, FLAT, DUMP, REFER)			
MOTORCOACH - SCHOOL BUS <input type="checkbox"/> YES <input type="checkbox"/> NO <small>More than 8 passengers</small>	---			
MOTORCOACH - SCHOOL BUS <input type="checkbox"/> YES <input type="checkbox"/> NO <small>More than 15 passengers</small>	---			
OTHER _____				

LIST STATES OPERATED IN FOR LAST FIVE YEARS: _____

SHOW SPECIAL COURSES OR TRAINING THAT WILL HELP YOU AS A DRIVER: _____

WHICH SAFE DRIVING AWARDS DO YOU HOLD AND FROM WHOM? _____

EXPERIENCE AND QUALIFICATIONS – OTHER

SHOW ANY TRUCKING, TRANSPORTATION OR OTHER EXPERIENCE THAT MAY HELP IN YOUR WORK FOR THIS COMPANY _____

LIST COURSES AND TRAINING OTHER THAN SHOWN ELSEWHERE IN THIS APPLICATION _____

LIST SPECIAL EQUIPMENT OR TECHNICAL MATERIALS YOU CAN WORK WITH (OTHER THAN THOSE ALREADY SHOWN) _____

EDUCATION

CIRCLE HIGHEST GRADE COMPLETED: 1 2 3 4 5 6 7 8 HIGH SCHOOL: 1 2 3 4 COLLEGE: 1 2 3 4
 LAST SCHOOL ATTENDED (NAME) _____ (CITY, STATE) _____

TO BE READ AND SIGNED BY APPLICANT

This certifies that this application was completed by me, and that all entries on it and information in it are true and complete to the best of my knowledge.

Signature: _____ Date: _____

NEW EMPLOYEE FIELD ORIENTATION CHECKLIST

Employee Name: _____ Date of Hire: _____

Area Manager Name: _____ Date of Interview: _____

Acknowledge checklist by initialing

	<u>Manager</u>	<u>Employee</u>	<u>Date</u>
GENERAL SAFETY GUIDELINES			
1. I have read and discussed with my area manager, the Company's safety rules for Calco locations and equipment	_____	_____	_____
2. Calco employees are required to have assistance in lifting and/or carry 4" delivery system containing concrete	_____	_____	_____
3. I know where the first aid station and the first aid kits are located	_____	_____	_____
4. I am familiar with hazardous conditions on jobsites and will always call my area manager and/or safety coordinator immediately when I suspect a hazardous condition	_____	_____	_____
5. I will contact my area manager immediately if I see a hazardous condition on a Calco location or equipment, and will halt operations until I receive further instructions	_____	_____	_____
6. I received instruction on the use of fire extinguishers and their locations	_____	_____	_____
7. I understand I must report all injuries to my area manager and/or the safety coordinator immediately using the Incident/Accident/Hazardous Conditions Report, form #30202	_____	_____	_____
8. I am familiar with my job assignment and the tasks I am expected to perform	_____	_____	_____
9. I understand what Hazardous Communication (HAZCOM) is and the location of the Material Safety Data Sheets (MSDS)	_____	_____	_____
10. I can locate the following on Calco locations and equipment; hard hats, safety glasses, fire extinguishers, safety vests, first aid kits	_____	_____	_____
11. Be proactive – STOP! do not begin any activity when a hazardous condition exists and call your area manager and/or safety coordinator	_____	_____	_____

SHOP & YARD SAFETY GUIDELINES

- | | | | |
|---|-------|-------|-------|
| 1. Eye protection & ear protection must be worn when drilling or grinding | _____ | _____ | _____ |
| 2. Proper clothing & eye protection must be worn when welding or using cutting torch | _____ | _____ | _____ |
| 3. When washing and/or using acid eye protection, rubber gloves and respirator must be worn | _____ | _____ | _____ |
| 4. Do not occupy the buildings when a hotsy is running | _____ | _____ | _____ |
| 5. Always wear a respirator when painting | _____ | _____ | _____ |

CONCRETE PUMP SAFETY GUIDELINES

- | | | | |
|--|-------|-------|-------|
| 1. I understand that safety glasses & ear protection must be worn while chipping out hopper also shut unit down lock and put keys in pocket , make sure accumulator is at zero | _____ | _____ | _____ |
| 2. When working on pumps, lock and take keys | _____ | _____ | _____ |
| 3. Always use seatbelts | _____ | _____ | _____ |
| 4. When fueling unit stay with nozzle until finished | _____ | _____ | _____ |
| 5. I have received the pump safety and operational manual and understand I have 30 days to read and review it with my area manager

10 days _____ 20 days _____ 30 days _____ | _____ | _____ | _____ |
| 6. I understand the pre and post trip inspections | _____ | _____ | _____ |
| 7. I understand the Incident/Accident/Hazardous Condition Reporting Procedure, form 30201 | _____ | _____ | _____ |
| 8. I understand when to use the Incident/Accident/Hazardous Condition Report, form 30202 | _____ | _____ | _____ |
| 9. I am aware of the location of the vehicle registration, vehicle insurance and overweight permit, safety policy, the pump safety and operation manual, and Incident/Accident/Hazardous Condition Reports, form 30202 | _____ | _____ | _____ |
| 10. My area manager has reviewed the proper safety for unfolding the boom | _____ | _____ | _____ |
| 11. My area manager has discussed the safety procedure for overhead obstructions and power lines and I know the 20' Rule | _____ | _____ | _____ |
| 12. My area manager has discussed the safety procedure for extending the outriggers | _____ | _____ | _____ |

- 13. My area manager has emphasized the proper safety of the grate _____
- 14. I will keep the cab and deck of my pump free of debris & oil _____
- 15. I am aware of the 3 Point Rule concerning steps _____

SAFETY POLICY

- 1. I have reviewed the safety policy with Human Resources Officer and understand the policy _____

DRUG ALCOHOL ABUSE POLICY

- 1. I have reviewed the drug alcohol abuse policy and understand the policy _____

Signature: _____ Print: _____ Date: _____

Area Manager _____ Date: _____

SHOP & YARD SAFETY GUIDELINES

1. Eye protection & ear protection must be worn when drilling or grinding
2. Proper clothing & eye protection must be worn when welding or using cutting torch
3. When washing and/or using acid eye protection, rubber gloves and respirator must be worn
4. Do not occupy the buildings when a hotsy is running
5. Always wear a respirator when painting

_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

CONCRETE PUMP SAFETY GUIDELINES

1. I understand that safety glasses & ear protection must be worn while chipping out hopper also shut unit down lock and put keys in pocket , make sure accumulator is at zero
2. When working on pumps, lock and take keys
3. Always use seatbelts
4. When fueling unit stay with nozzle until finished
5. I have received the pump safety and operational manual and understand I have 30 days to read and review it with my area manager
10 days _____ 20 days _____ 30 days _____
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11. My area manager has discussed the safety procedure for overhead obstructions and power lines and I know the 20' Rule
12. My area manager has discussed the safety procedure for extending the outriggers

_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Calco Concrete Pumping, Inc.

**SAFETY POLICY
EMPLOYEE ACKNOWLEDGMENT**

I have read and understand the Safety Policy of Calco Concrete Pumping, Inc., and I agree to act in accordance with the safety rules at all times while working. I understand that violating the safety rules is cause for disciplinary action which could include termination of employment.

Employee Signature

Date

Print Name

Management Signature

Date

Print Name

Calco Concrete Pumping, Inc.

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EMPLOYEE ACKNOWLEDGMENT**

I have read and understand the Safety Policy of Calco Concrete Pumping, Inc., and I agree to act in accordance with the safety rules at all times while working. I understand that violating the safety rules is cause for disciplinary action which could include termination of employment.

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Date

Print Name

Management Signature

Date

Print Name

Calco Concrete Pumping, Inc.

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Employee Signature

Date

Print Name

Management Signature

Date

Print Name

CALCO CONCRETE PUMPING, INC.

P.O. Box 3775, Eagle, Colorado 81631
970-524-7937

Calco@vail.net 970-524-7922 fax

Permission

As part of our hiring background and investigation, we may obtain consumer reports to prepare an investigative consumer report. The investigative consumer report may consist of contacting all listed prior employers to verify your employment history. It may also include, but not be limited to, credit information reports, criminal history reports and driving history records. Under the provisions of the Fair Credit Reporting Act (FCRA), 15 U.S.C. § 1681 et seq., before we can seek such reports, we must have your written permission to obtain the information. You have the right, upon written request, to a complete and accurate disclosure of the nature and scope of the investigation. You are also entitled to a copy of your Rights Under the Fair Credit Reporting Act.

I agree that a copy of this authorization has the same effect as an original. This authorization shall remain in effect over the course of my employment and reports may be ordered periodically during the course of my employment.

I allow Calco Concrete Pumping Inc, to obtain a DMV report of my current license as stated in the above paragraphs.

Full Name (please print clearly)

Signature

Date

Full Name: _____

Birthdate: _____

Lic#: _____

Expiration Date: _____

State Issued: _____

Calco Concrete Pumping, Inc.

HOLIDAY PAY POLICY

Full time, hourly employees will be paid eight (8) hours straight time as paid time off for the following six (6) holidays. Employees are considered “full time” who are hired to work and complete a minimum of forty (40) hours per week.

New Year's Day
Memorial Day
Independence Day
Labor Day
Thanksgiving Day
Christmas Day

All employees, salary and hourly, must have worked the scheduled work days before and after a holiday to receive holiday pay. Approved time off for the scheduled work days before and after the holiday must be made with the employee's manager prior to the holiday in order to be paid for the holiday. Otherwise, holiday pay will be forfeited.

02/01/2020

Date: _____

I have read the following attachment and understand the policy concerning paid policy on Holiday pay. I also understand that if I do not understand or should have any questions it is my responsibility to get with my area manager and discuss.

Print Name

Signature

Calco Concrete Pumping, Inc.

HOLIDAY PAY POLICY

Full time, hourly employees will be paid eight (8) hours straight time as paid time off for the following six (6) holidays. Employees are considered “full time” who are hired to work and complete a minimum of forty (40) hours per week.

New Year's Day
Memorial Day
Independence Day
Labor Day
Thanksgiving Day
Christmas Day

All employees, salary and hourly, must have worked the scheduled work days before and after a holiday to receive holiday pay. Approved time off for the scheduled work days before and after the holiday must be made with the employee's manager prior to the holiday in order to be paid for the holiday. Otherwise, holiday pay will be forfeited.

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02/01/2020

Date: _____

I have read the following attachment and understand the policy concerning paid policy on Holiday pay. I also understand that if I do not understand or should have any questions it is my responsibility to get with my area manager and discuss.

Print Name

Signature



Authorization Signature

In receiving Calco's Safety Policy handbook I understand that it is my responsibility to read and be familiar with its terms. I agree to abide with the guidelines set in Calco's Safety Policy. The policy is intended for Calco's employees to work effectively and efficiently on assigned jobs. The policy contains two amendments, proper *Hose* handling and *Hopper* operations. As an employee of Calco you become a representative of Calco. This policy is not a promissory and does not set terms or conditions for employment or create an employment contract.

New hire candidate:

Signature

Print Name

Date

Human Resources Authorization:

Signature

Date



Orientation Promissory Note

Prospective candidate operators are to submit to a physical exam, agility strength tests, and drug screen. Upon completion, the results will be reviewed and evaluated by Human Resource. Driver's license endorsement and points will be assessed by insurance carrier to authorize coverage to operate and drive Calco equipment. All information will be presented to owner for final authorization.

By signing this promissory note the operator candidate will be responsible for all costs of examination tests, *if* the new hire candidate chooses to quit, self-terminate, or refuses work from dispatch within the first 30 days' employment. The approximate cost of physical exam, agility (range of motion), and drug screen may vary. Estimated cost as of 2016 is \$400.00. Funds will be deducted from final check.

Company Representative:

Signature

Date

New hire candidate

Signature

Date

Calco Safety Policy

Update 2016

Calco Concrete Pumping, Inc.
P.O. Box 3775
Eagle, CO 81637
Office 970-524-7922
Fax 970-524-7937

Jamie Bates Owner: jamie@calcopumping.com
Mary Parker Human Resources: mary@calcopumping.com
T.J. Williams Safety Officer: tjwilliams@calcopumping.com

Calco Concrete Pumping, Inc. submits this revision to the company's Environmental, Health and Safety Program (2016).

Prepared and Submitted By,

Jamie Bates and Mary Parker

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THE COMPANY'S PHILOSOPHY

Calco Concrete Pumping, Inc. is a progressive, rapidly growing concrete pumping company serving the Western Slope of Colorado whose objective is to conduct our business with integrity providing a high standard of service to our customers and offering a safe, desirable, professional environment for our employees.

The company began in 1991 with one pump and the owner as its sole proprietor and pump operator. Calco now boasts seventeen concrete pumps, keeping pace with the demands of a strong economy and the growing construction Colorado is experiencing. Operating from four physical locations, Rifle-Aspen, Gypsum-Vail, Craig-Steamboat Springs, and Grand Junction, the company is geographically situated to effectively service the I-70 corridor and the surrounding resort areas.

One of our number one priorities has always been customer service. We firmly believe that the quality of service our company provides is what will bring us back to our customers. Each of our customers and their projects, no matter how large or small they may be, is equally important to us. They are assured of an honest and fair response to their needs from every member of our staff. This belief instills a familiar trust and loyalty enjoyed between Calco and our customers.

We are very proud of the valuable and highly qualified people Calco is fortunate to employ. Our company is only as strong as those who make it happen, and they are our most valuable asset. We try very hard to provide a comfortable, safe work environment. After all, they are what will bring Calco Concrete Pumping, Inc. back to the next job.

Calco enjoys a reputation of being the most sought after concrete pumping company in our areas of work. By choosing Calco Concrete Pumping, Inc., you are assured of a hard earned reputation of honest, dependable service of which we are very proud. We are confident you will be satisfied not only with our performance, but your decision to establish a firm ongoing relationship with those of us at Calco Concrete Pumping, Inc.

ENVIRONMENTAL, HEALTH AND SAFETY POLICY STATEMENT

It is the policy of Calco Concrete Pumping, Inc. that safety in all of our operations is the number one priority of our corporation in the operation of our business. No other consideration is more important to Calco than providing a safe working environment to our employees, contractors, and the general public at all Calco locations, on all Calco equipment, and all job sites. Therefore, the levels of management have a primary responsibility for the safety and well-being of our employees and to create an attitude of safety consciousness wherever our work is located. Accident prevention and efficient production go hand in hand. The nature of our work brings all of us into contact with severe hazards and multiple opportunities for personal injuries which require all employees to conduct their operations carefully. It is Calco's intent to comply with all local, state and federal safety standards, codes and regulations. We expect all people in the company to perform their jobs in a safe manner and in accordance with the procedures outlined in this environmental, health, and safety policy.

To this end, we have formulated this written policy to govern the operations of Calco Concrete Pumping, Inc.

It is a condition of employment with Calco that all employees adhere faithfully to the requirements of this policy, as well as the safety rules, instructions and procedures issued in conjunction with it. Failure to do so will result in disciplinary action or termination.

Calco will make an effort to ensure the operations of other contractors not under our control do not endanger the safety of our employees. All employees are required to report hazardous conditions and/or activities of other employees to appropriate Calco officials.

Our employees have the full support of management in enforcing the provisions of this policy as it relates to responsibilities assigned to them. By reducing accidents, we reduce insurance premiums, time loss, and increase productivity by which we all benefit in many ways.

Respectively,

Jamie Bates
President

RESPONSIBILITY ASSIGNMENTS

Management

1. Establish rules and programs designed to promote safety and make known to all employees these established rules and programs.
2. Provide all area managers with copies of appropriate rules and regulations.
3. Provide the training necessary for employees to perform their tasks safely.
4. Provide protective equipment for employees when required.
5. Record all instances of violations and investigate all accidents.
6. Encourage all contractors to work safely.
7. Appoint a safety coordinator with enforcement authority over safety matters.

Area Managers

1. Prepare and maintain a bulletin board in an obvious place at locations where emergency data and safety information are posted.
2. Plan production so that all work will be done in compliance with Calco safety rules and practices.
3. Be completely responsible for on-the-job safety and health and secure the correction of safety deficiencies.
4. Make sure proper safety materials and protective devices are available and used and that all equipment is in safe working order.
5. Instruct new employees of safety requirements and practices documented in new hire orientation packet.
6. Investigate accidents, incidents, near miss, and hazardous conditions. Document and sign and date on Calco form provided. Copies will be sent to safety, human resources, and owner. All to be reviewed and proper adjustments will be implemented to avoid future incidents.
7. Conduct safety meetings and provide employees with proper instruction on safety requirements.
8. Require contractor conformance to safety standards.

9. Conduct safety inspections of Calco locations, equipment and/or vehicle(s), maintain records and continually monitor the program for effectiveness.
10. Secure prompt medical attention for any injured employees.
11. Provide for the protection of the public from company operations.
12. Maintain MSDS sheets at Calco locations, in equipment and/or vehicle(s), and main office.
13. Attempt to ensure safe performance by others present on the job site, including owner(s) and contractor(s) or their representative(s).
14. Notify safety coordinator of safety violations.

Employees

1. Carry out safety programs at the work level.
2. Be aware of all safety requirements and safe working practices. Follow all safety rules.
3. Plan all work activities to comply with safe working practices.
4. Make sure protective equipment and all safety devices are available, maintained, and used.
5. Make sure work is performed in a safe manner and no unsafe conditions or equipment is present or used.
6. Correct all hazards including unsafe acts and conditions which are within the scope of your position.
7. Report all injuries and safety violations to your area manager and/or safety coordinator.
8. Complete statement with immediate supervisor, safety officer, or owner. Documents will be dated and signed by all individuals involved. If discrepancy in statement than more than one statement by each individual will be required.
9. Work safely in such a manner as to ensure your own safety as well as that of coworkers and others.
10. Request help when unsure about how to perform any task safely or of hazardous conditions.
11. Report any uncorrected unsafe acts or conditions to your area manager or safety coordinator.
12. Report for work in good mental and physical condition to safely carry out assigned duties.
13. Avail yourself of company and industry sponsored safety programs.

14. Provide fellow employees help with safety requirements.
15. Check in with the job site supervisor so personal protective equipment may be provided such as hard hats, eye protection and respirators, if necessary.

All Personnel

1. Strive to make all operations safe.
2. Maintain mental and physical health conducive to working safely.
3. Keep all work areas clean and free of debris.
4. Assess the result of your actions on the entire workplace. Work will not be performed in ways that cause hazards for others.
5. Before leaving work, replace or repair safety precaution signs or labels removed or altered. Unsafe conditions will not be left to imperil others.
6. Abide by the safety rules, regulations and warning signs on every construction site.
7. Work in strict conformance with federal, state and local regulations.
8. Horseplay will not be tolerated.
9. Use Calco tools and equipment only as authorized.

INTRODUCTION

An accident means unwanted cost in pain, money and time to everyone concerned. It is an unplanned, unforeseen and unexpected event that interferes with or interrupts the orderly progress of work. It may involve injury to personnel, damage to equipment, loss in time and material, or any combination of these items.

Safety is the control of hazardous actions or conditions that can cause an accident. Safety is sometimes difficult to define in words. The main point to consider is, "can an accident occur considering all practical conditions involved".

Accident prevention is important to you because it is the mark of an efficient worker. It is necessary to the company preventing employee injuries and protecting equipment from damage. Accidents are very costly for the company and for you. Therefore, knowing the causes of accidents is essential to preventing them.

All accidents must be reported to your area manager and/or safety coordinator immediately. The smallest cut or puncture can result in serious infection, a small sprain can get worse, and a bad bruise could be a fractured bone. The area manager and/or safety coordinator will determine whether the employee needs to be treated by a doctor and then report the accident to the safety coordinator for workers' compensation purposes.

Company EH&S rules and regulations, safe working procedures, analysis of accidents and potential hazards will be discussed at safety meetings. Any hazardous or unhealthy condition or work practice are pointed out at this time. Corrections are planned and scheduled. Specific individuals are responsible for follow through. Documented minutes of the meetings shall be retained by the safety coordinator as well as records of the safety material and training provided employees using the EH&S Orientation Packet. Members of the safety committee and the safety coordinator, as well as their responsibilities, will be made know to all employees and shall be posted at Calco locations.

GENERAL JOB SAFETY RULES

Safe practices on Calco locations must always start with the individual. Active and cooperative compliance with the EH&S Policy and its guide lines plus a common sense approach to all construction operations are necessary at all times by each individual to protect himself/herself, co-workers, and the general public.

Attitude

Employees are required to treat safety as the number one priority. As such, they are expected to report to work in good mental and physical condition to safely perform their assigned duties. Before starting any task, employees must consider the possible effects of their actions on themselves and others and take appropriate protective measures.

Before You Start

Learn the safe way to do your job before you start. If you are not sure you thoroughly understand the job, ask your area manager for instructions.

Work clear of suspended loads. If a load is moved above where you are working or walking, stand clear until it has passed by.

Proper Dress

1. Approved, hard-soled work boots, safety glasses, long pants in good condition and shirts with sleeves must be worn at all times on Calco locations or while operating Calco equipment. Canvas shoes and sandals are expressly forbidden. Shorts and cutoffs are not allowed on Calco locations and job sites.
2. Keep your shirt on. It may save you from sunburn, weld or burn splatter or concrete burns or cuts.
3. No loose fitting or frayed clothing or loose cords on clothing will be allowed on Calco locations or while operating Calco equipment to avoid being caught in machinery or tools while working.
4. Always wear proper ear and eye protection when needed. Wear burning goggles or a hood, gloves, and coveralls when you weld or burn. Wear full-face shields when you handle molten materials or run a grinder. Know where an eye wash station is and how to use it. Wear a respirator or particle mask when necessary.
5. Proper clothing must be worn when using chemicals, solvents, soaps, etc.
6. Hard hats and safety glasses will be worn on construction sites at all times.

Proper Lifting

1. While lifting objects by hand always keep back erect and lift with your legs bent. If you have been trained on the forklift, use it to pick up and move heavy loads or get help.
2. If using a forklift, check loads being picked up to ensure that they are free of other items surrounding them and that they are secure. When picking up oversized loads with a forklift, always use someone to help guide you while moving the load.

Air Tools

1. Always check the tool(s) you are using for the general condition and oil the air fitting before connecting the air pressure.
2. When you are using a chipping hammer, always wear a face shield for protection.
3. Use all tools only for the purpose for which they are designed.

4. When finished with any and all tools, put them in their proper storage place.
5. De-energize equipment and tools utilizing the lock out tag out procedure. Never use a tool or piece of equipment that has been tagged. Cut the plug off unsafe extension cords or power tools.
6. Always check an air hose before using and store it in the designated area when not in use.

Fire Protection

1. Each Calco location and concrete pump must have a fire protection plan. This plan shall include the posting of the Fire Department's telephone number, posted location of MSDS sheets for hazardous materials, locations for storage of hazardous materials, and posted and clearly identified locations of fire extinguishers with a minimum of the following.
 - a. One (1) extinguisher per 3,000 square feet on one building level
 - b. One (1) extinguisher per building level
 - c. One (1) extinguisher in each concrete pump
 - d. One (1) extinguisher in each flammable material storage location and welding location
2. All fire extinguishers shall be a ten-pound minimum.
3. Make sure fire extinguishers are properly located and charged. Know where they are and how to use them.

Housekeeping

All Calco locations, concrete pumps, and other Company vehicles and equipment must be kept clean and free of tripping hazards. Scrap material and debris should be removed and/or disposed of at the earliest feasible time. Policing locations and pumps for trash and scraps is expected of employees. All materials brought to job must be stowed and kept orderly. Pump should be clean and not be blocking roadways, especially emergency fire roadways.

ACCIDENT PREVENTION PROGRAM FOR CONCRETE PUMP OPERATORS

Leaving the yard

1. Visually check vehicle for any obvious damage, leaks, or other malfunctions which would affect safe operation. Do a walk around your pump.

2. Test lights, brakes, windshield wipers, turn signals, mirror adjustments, and horn. Also check to ensure that any previously reported malfunctions have been properly repaired. Report any malfunctions to your area manager.
3. Check to be sure all safety equipment such as hard hats, gloves, boots, safety glasses, truck safety equipment and pump safety equipment are secured in truck. You are responsible for fines levied against you or Calco for failure to comply with state, federal, or local requirements.
4. Check for all proper concrete delivery system ordered for the job scheduled, make sure the system is clean and in good repair. All pipe, hoses, clamps, etc., are properly secured before leaving yard.
5. Have directions to job clearly mapped out before leaving for the job site.
6. Arrive in the yard on time and leave the yard on time giving yourself plenty of time.
7. Have someone help guide you when backing up your vehicle or equipment.

Driving

1. Each driver must have a proper driver's license endorsement for the vehicle he/she is driving. All drivers will obey DOT regulations including random drug and alcohol exams.
2. Be sure all permits and registration are current.
3. Check floor board of truck for obstructions i.e. cans, tools, garbage.
4. Operate the vehicle at a safe speed for traffic and road conditions.
5. Observe all traffic rules and practice defensive driving to avoid accident situations.
6. Permit only authorized riders in your vehicle. An authorized person is a Calco employee, no family, friends or contractors.
7. Keep alert to fuel level and refuel at prescribed locations daily. Do not use any smoking materials while refueling. Shut off the fuel dispenser at the fuel dock when finished fueling.
8. Do not make any unauthorized stops. Any deviation from route, schedule, or designated stops must be cleared by your area manager or dispatcher.
9. Observe prescribed telephone procedures and use proper language while on the phone.
10. Do not operate your vehicle in a manner which would cause excessive wear to clutch, gears, brakes, etc. Do not pump air brakes.
11. In the event of a breakdown, call central dispatcher and/or your area manager with information on the nature of malfunction, location, and other pertinent information. Do not attempt to make vehicle repairs unless instructed, trained or authorized.

12. Allow extra driving time for unfavorable weather conditions.

Job Site Procedures

1. Verify proper location by confirming the address, directions to the job site, and the customer who ordered the pump with central dispatch.
2. Observe all job site safety rules and traffic patterns.
3. Before set up, check with superintendent and discuss the set up for the pour scheduled. Ask if you can wash out on the jobsite.
4. Clarify the signal person knows the proper signals. There should be only one person on the crew from whom you will be taking signals. The operator must hold a meeting with the appointed signal person before the pour starts and discuss the signals to be used, the special hazards in the area, the process and schedule of the pour as well as the responsibilities of the signal person. When the operator sees a plain view hazardous condition which his pumping operation could have a negative effect on, it should be reported to the controlling contractor on site. STOP! Call your area manager and/or safety coordinator before setting up and proceeding.
5. Do not attempt to operate a vehicle in an area which is unsafe or which could result in vehicle becoming stuck. Notify central dispatcher for instructions.
6. Do not permit your vehicle to be pushed, pulled, or towed into or out of a job site unless first receiving authorization or instructions from your area manager. If towing is authorized, check to ensure that a proper hookup is made to avoid vehicle damage. Never allow your vehicle to be pushed by any excavating vehicle bucket, blade, etc.
7. Watch vehicle clearance on all sides to avoid hitting buildings, power poles or lines, ditches, excavations, etc. Walk around your vehicle before backing up checking for any obstruction. Use your review mirrors and a spotter, if necessary, always.
8. Never jump from your vehicle. Step down carefully checking to ensure solid footing.
9. Ensure a clean working area with stable ground, proper outrigger extension, no overhead obstructions, and especially no power lines. The American Concrete Pumping Association's 20 feet rule requires that you do not set up where your extended boom is closer than 20 feet from power lines. If you encounter power lines on the job site STOP, call your area manager before setting up the pump.
10. Visibility of the job is absolutely necessary. If your concrete pump is not equipped with a radio remote, use remote cords to get to the best vantage point for operating safely. If visibility remains unclear, STOP and notify your area manager for instructions.
11. Do not allow anyone to stand on the hopper grate or the operator platform at any time. There are no exceptions to this.

12. Do not lift more weight with the boom than the manufacturer recommends unless cleared through management.
13. Read the Operator's Manual and the Schwing Safety Manual which must be on every pump for the pump to which you are assigned.
14. Contact your area manager immediately in case of machinery failure or any kind of injury on the job site. Complete Accident, incident, hazardous conditions report, with a signature of the contractor and any witness.
15. Have someone guide you as you back up on the job site.

Pumping Through Concrete Delivery System

Blowing out of system with air must be done with extreme caution (if steel pipe used, must have appropriate catcher at end). Make sure blow-out area is clear of people and property. Blow-out pipe must be secured. Blowing out through rubber hose is strictly forbidden.

1. Check all system for cleanliness and wear before you leave the yard.
2. Always use cement slurry to prime line.
3. During priming of line turn off pump immediately when sudden rises of pressure occur.
4. Always relieve pressure before unclamping system to dislodge blockages.
5. Lifting 4" or larger concrete delivery system containing concrete is only done with help.
6. Clean system as it is dismantled. If done by laborers, check for cleanliness.

Wash Out

1. Drive slowly and obey speeds in batch plant yards and job sites. Obey batch plant rules and safety equipment requirements.
2. Clarify clean-out area with foreman or contractor when you arrive on the job.
3. Ask to have someone stay until you are washed out and ready to leave.
4. Do not stick your hands in the valve box or the water box at any time.
5. The agitator and the truck must be off before lifting grates for cleaning. There is no exception to this rule.
6. Be sure boots are clean and the floor board is free from obstructions before leaving the job site.

INCIDENT, ACCIDENT, HAZARDOUS CONDITION PROCEDURE

1. Refer to new hire orientation packet for forms. All information needed to fill out will be provided in writing for operator.
2. Call your area manager, human resources, or safety officer.
3. Do not admit any fault or guilt of your own or the Company's. Before calling a law enforcement officer, call central dispatch, your area manager and/or safety coordinator.
4. If an employee needs medical attention, they will be driven to one of the Company's designated medical providers. The Designated Medical Provider list, must be in Calco equipment and/or vehicle(s) and on Calco locations at all times. Whoever takes the injured employee to a medical facility will stay with that person and help complete medical forms. If you are out of area to the Company's designated medical providers' facilities, go to the nearest medical and/or emergency facility.
5. When an accident of any type occurs, an incident, accident, hazardous condition forms, must be filled out in detail by the operator and signed by the contractor. Witness's names and phone numbers should be included.
6. The workman's compensation First Report of Injury form must be completed and mailed to the Company's workers' compensation insurance carrier immediately by the safety officer, safety coordinator, or human resource department.
7. Accidents must be investigated by an area manager, safety officer, or human resources and documents must be completed in full. Accident details requiring special attention during an investigation are as follows:
 - a. Name of any injured person(s) and the extent of the injuries
 - b. Verification of how the accident happened
 - c. Identify the witnesses, if any
 - d. The date the injury was reported
 - e. The date the injury happened
 - f. Recommended corrective steps to be taken and when they were completed.
8. Maintain records and provide information and or documentation to contractor.
9. If Calco has any reason to believe the injury is not valid or the employee is observed in activities not compatible with the type of injury sustained, additional comments should be noted in report.
10. A fatality, serious injury, or the hospitalization of three or more employees must be reported within eight hours to the nearest OSHA area office by the safety officer.

SAFETY TRAINING AND ENFORCEMENT

Safety Orientation

1. Area managers/Human Resources will give a safety orientation to new employees before they start work for Calco completing the New Employee Field Orientation Checklist. This will be done the first day the new employee starts working at Calco locations and/or on concrete pumps. The checklist will be completed and signed by the new employee and the area manager/human resource giving the orientation. Follow through by the area manager and the new employee will take place in a timely fashion including review of the American Concrete Pump Association and Schwing Safety Manuals as well as Calco's EH&S policy and guidelines. The completed and documented checklist will become a part of the employee's personnel file.
2. The new employee will review and complete the New Employee Orientation checklist, with the HR/Safety Officer. The safety officer will conduct 10, 20, and 30 day follow through with the new employee, completing the New Employee orientation checklist, form assuring the new employee understands posted and written safety requirements. The completed administration checklist must be documented and executed, by signatures and dates, and become a part of the employee personnel file.
3. Records of these and ongoing safety training will be maintained on the Safety Training Completion Record, by the safety coordinator.

Safety Discipline

1. Calco will take disciplinary action against any employee who engages in unsafe acts. Such acts include, but are not limited to:
2. Engaging in acts of violence or threats of violence toward fellow employees, fighting or horseplay.
3. Using any medication, whether or not prescribed by a doctor, which might in any way affect your ability to do your job or operator your concrete pump and/or other equipment, unless the medication was reported to and approved by your area manager and/or safety coordinator before working the first day of usage.
4. Using alcoholic beverages, being intoxicated, or using illegal drugs, or being under the influence of such drugs, on Calco locations, job sites, or in concrete pumps and/or other vehicles.
5. Carrying any weapon (gun, knife, etc.) on Calco locations, job sites, or in a concrete pump or other company vehicles
6. Willful disregard for safety
7. Refusing to change manner of dress, wearing dangling jewelry, shorts, sandals, etc., when changing is required for reasons of safety

8. Refusing to wear appropriate safety equipment, such as respirators, safety glasses, gloves, ear plugs, etc.
9. Safety violations will be documented, whether verbal or written, and disciplinary action will be taken for any infractions up to and including termination. All facts will be carefully reviewed and the employee will be given a full opportunity to explain his conduct before any final action is taken. Employees will be given a verbal warning or a written warning and asked to sign a Safety Rule Violation, form found in new hire orientation packet, which will become a permanent part of the employee's personnel file. Employment may be terminated at the discretion of management.

DRUG AND ALCOHOL POLICY

1. Calco strictly prohibits the use, possession or distribution on all Calco locations, job sites, and in equipment and/or vehicle(s) of any of the following.
 - a. Alcoholic beverages
 - b. Intoxicants and narcotics
 - c. Illegal or unauthorized drugs (including marijuana)
 - d. "Look-alike" (simulated) drugs
 - e. Related drug paraphernalia and contraband.
2. Calco employees must not report for duty under the influence of any drug, alcoholic beverage, intoxicant or narcotic or other substance (including legally prescribed drugs and medicines) which will in any way adversely affect their working ability, alertness, coordination, response or the safety of others on the job.
3. Entry into or presence on Calco locations, job sites, or operating equipment and/or vehicle(s) by any person is conditioned upon the Company's right to search the person, personal effects, vehicles, baggage and any employee or other entrant for any substances named in the paragraph above. By entering into or being present on Calco locations, job sites, or operating equipment and/or vehicle(s) any person is deemed to have consented to such searches which may include periodic and unannounced searches. These searches may include, but are not limited to taking of blood, urine or saliva samples for testing by trained medical specialists to determine the presence of substances named in the paragraph above.
4. The Company also reserves the right at all times to have authorized personnel conduct periodic examinations of its employees for the purpose of determining if any such

person(s) present on a Calco locations, job sites, or operating equipment and/or vehicle(s) are using unauthorized legal drugs or illegal drugs and/or alcohol.

5. The taking of blood, urine or saliva samples for analysis may also be required from any person on Calco locations who is suspected of being under the influence of drugs and/or alcohol who is involved in an accident or who is injured in the course of employment.
6. Any person who refuses to submit to a search, screening or testing as described in this policy, or who is found using, possessing or distributing any of the substances named in the paragraph above, or who is found under the influence of any such substances is subject to disciplinary action up to and including termination, or removal and future prohibition from the premises if not our employee.
7. Legally prescribed drugs may be permitted on Calco locations, job sites, or operate equipment and/or vehicle(s) provided the drugs are contained in the original prescription container and are prescribed by an authorized medical practitioner for the current use of the person in possession. Usage of legally prescribed drugs must be approved by the area manager and/or safety coordinator before the employee will be allowed to perform his/her job duties.
8. The company has the right, at its discretion, to report the use, possession, or distribution of any substance named in the first paragraph of this policy to law enforcement officials and to turn over to the custody of law enforcement officials any such substances on property under the control of Calco Concrete Pumping, Inc.

FALL PROTECTION PROCEDURE

The purpose of this procedure is to provide specific instructions for the use of fall protection, and ensure affected employees are trained and made aware of the safety provisions that are require by federal and state regulations. This procedure is designed for Calco Concrete Pumping; Inc. employees whose job assignment exposes them to fall hazards above six (6) feet.

Definitions

1. Anchorage - A secure point of attachment for lifelines, lanyards, or deceleration devices. The anchorage point strength for fall arrest shall be capable of supporting 5,000 pounds. The anchorage point strength for fall restraint shall be capable of supporting four times the intended load.
2. Body Harness – Straps which may be secured about the employee in a manner that will distribute the fall arrest forces over at least the thighs, pelvis, waist, chest and shoulders with means for attaching them to other components of a personal fall arrest system.
3. Connector – A device which is used to couple (connect) parts of the personal fall arrest system and positioning device systems together. It may be an independent component

of the system, such as a carabineer, or it may be an integral component or part of the system (such as a buckle or D-Ring sewn into a body harness or a snap hook spliced or sewn to a lanyard or self-retraction lanyard).

4. Free Fall – The act of falling before a personal fall arrest system begins to apply force to arrest the fall.
5. Guardrail System – A barrier erected to prevent employees from falling to lower levels.
6. Infeasible – Impossible to perform the work using a conventional fall protection system (i.e. guardrail system, safety net system, or personal fall arrest system) or technologically impossible to use any one of these systems to provide fall protection.
7. Lanyard – A flexible line of rope, wire rope, or strap which generally has a connector at each end or connecting the body belt or harness to a deceleration device, lifeline, or suitable combination of these.
8. Personal Fall Arrest System – A system used to arrest an employee in a fall from a working level. It consists
9. Personal Fall Restraint System – A system used to prevent an employee from falling. It consists of anchorages, connectors, and body belt/harness. It may include lanyards, lifelines, and rope-grabs designed for this purpose.
10. Self-Retracting Lifeline/Lanyard – A deceleration device containing a drum-wound line that can be slowly extracted from, or retracted onto, the drum under slight tension during normal employee movement, and which, after onset of a fall, automatically locks the drum and arrests the fall.
11. Work Area – The portion of a walking or working surface where job duties are being performed.
12. Walking or Working Surface – Any surface, whether horizontal or vertical, on which an employee walks or works, including, but not limited to, floors, roofs, ramps, bridges, runways, but not including ladders, vehicles, or trailers, on which employees must be located in order to perform their job duties.

Responsibility

1. The Company shall be responsible for providing fall protection equipment.
2. Area managers shall be responsible for ensuring employee compliance with this procedure
3. Employees shall:
 - a. Follow this Fall Protection Procedure
 - b. Wear the Personal Protective Equipment (PPE) provided or assigned to them
 - c. Ensure their fall protection equipment is in safe operating condition

4. The Safety Coordinator shall:
 - a. Develop and maintain this Fall Protection Procedure
 - b. Provide training to all affected employees

Procedure

1. A site specific fall protection work plan will be coordinated by an area manager and the general contractor. The area manager and the employee(s) shall hold a safety meeting prior to performing work where the operator is required to be on the structure at a height of six (6) feet or more. A fall protection work plan shall be discussed for each project when needed and documented on the Safety Meeting. Whenever possible, such as quarterly meetings or tailgate safety meetings, the area manager shall review and approve fall restraint and anchor points with employee.
2. Employees working or moving about in an elevated area where a fall exposure exists shall make use of fall protection equipment by securing their safety harness via a safety lanyard whenever feasible to an available substantial anchoring point.
3. Anchor points shall be selected based on force and load requirements (see specific requirements limits listed in Definitions below). These requirements will be provided to the area manager and/or employee by the project safety officer. The use of anchor points shall be discussed during the safety meeting. The selection of the anchorage point shall reduce free fall to the shortest distance possible. Guardrails and railings shall be used only as anchor points if they have been designated as such.
4. Each employee on a walking or working surface six (6) feet or more above ground and shall be protected from falling by a guardrail system (a safety net system or a personal arrest/restraint system may also be used), whenever feasible.
5. Employees performing maintenance and periodic boom inspections shall use personal fall arrest systems on elevated skeletal steel structures where a fall hazard of six (6) feet or more exist.
6. When performing an access and/or egress always make use of a ladder.
7. A body harness and restraint system shall be used when climbing ladders greater than 25 feet in height, unless the ladder is enclosed with protective case. Ladders shall be secured at the base or top to prevent slipping.
8. A full body harness, lanyard, lifelines, and rope grabs shall be used as fall protection equipment when necessary for fall arrest purposes and fall restraint. Personal fall devices shall meet ANSI requirements. Under **no** circumstances shall a body belt be used as a personal fall arrest device.
9. Fall protection equipment shall be inspected prior to use. These inspections shall include visually observing the load stitches are intact and belts and lanyards are not

deteriorated or frayed. Any equipment found defective shall be removed from service and reported to the Safety Coordinator.

PERSONAL PROTECTIVE EQUIPMENT PROCEDURE

It is the intent of Calco Concrete Pumping, Inc. to provide employees, independent contractors, contractors, and the general public with adequate and effective personal protective equipment (PPE) and increase awareness of the necessity of PPE during work activities through safety meetings, tail gate meetings, and handouts pertaining to this procedure. This procedure is to provide guidelines for appropriate PPE selection, use, and maintenance to prevent injury when the safe operation of or completion of a task by other means cannot be effectively accomplished. Employees will be trained of this procedure and required to always wear PPE in all hazardous conditions and circumstances such as but not limited to; chemical, biological, noise, mechanical, illumination, temperature, radioactive, vibration, and confined space entry. Safety gear shall be readily available to employees, which contains required PPE necessary to perform assigned job tasks. Equipment shall not be used if found to be defective or damaged either during an inspection, prior to use, or during use.

Definitions

1. Personal Protective Equipment (PPE) consists of:
 - a. Eye protection such as safety glasses, goggles, polarized lens
 - b. Appropriate gloves such as rubber gloves, heat resistant gloves
 - c. Head gear such as welding helmet
 - d. Foot and leg protection such as substantial work boots, rubber boots with good traction soles, yak-tracks
 - e. Yak-tracks are mandatory and must be worn during ice, slush and snow conditions are upon us.
 - f. A shirt with a sleeve of (6) six inches over the shoulder and full leg pants (no mesh
 - g. Ear plugs
 - h. Warm or cool clothing as the time of year or space in which work is being performed requires

Responsibility

1. The Safety Committee
 - a. The Safety Committee and Safety Officer will monitor the purchase of acceptable PPE for all Calco equipment and locations of conducting business.
 - b. The Safety Coordinator will maintain PPE training records and the Safety Meeting Roster(s) for three years. As well as maintain documentation of PPE procedure infractions
2. The Area Manager and Safety Officer
 - a. Implement this PPE Procedure by conducting and training employees through safety and/or tail gate meetings
 - b. Insure the personal wear of PPE by employees to the best of their ability
 - c. Conduct an initial assessment of hazardous conditions requiring PPE in The Company's work locations (such as yard/shop areas and job sites), equipment, and machinery and convey the assessment to the Safety Committee
 - d. Conduct on going monitoring of hazardous conditions in The Company's work locations, equipment and machinery
 - e. Investigate and document by completing an Incident, Hazardous Condition Investigation Report form. Any PPE procedure violation made by an employee(s) will be documented and may result in disciplinary action.
 - f. The area manager and/or safety officer will immediately replace damaged equipment.
3. The Employee
 - a. It is mandatory that employees wear sturdy boots, hard hats, safety glasses, vests, long legged pants, respirators, gloves, and any other PPE required to perform job tasks safely as instructed by an area manager and/or the safety officer at all times when on a Calco job site and/or performing a Calco function. It is mandatory that employees wear safety glasses while working in any of the Calco shops.
 - b. It is the employee's responsibility to wear the correct PPE when performing every day and specific duties such as but not limited to welding, cleaning clamps, using hazardous chemicals, washing out, pumping concrete.
 - c. It is mandatory that employees wear yak-tracks during ice, slush and snow conditions. If an employee becomes injured and the injury is related to the employee not wearing yak-tracks, the employee will be issued a safety violation.
 - d. If a safety violation has been issued and the injured employee has spent days away from work, and the employee qualifies to receive Workers Compensation wages. The wages that the employee receives under compensation will be reduced by 50%. This is an established guideline through Workers Compensation.

- e. It is the employee's responsibility to know and adhere to the PPE requirements of general contractors, ready-mix plants, developers, and the general public and gravel pits.
- f. Employees are required to complete an Incident, Hazardous Condition Report form found in the new hire orientation packet.
- g. The employee shall immediately notify his area manager and inform him of the damaged equipment.

Disciplinary Action

- 1. PPE procedure violations where an employee is willfully not utilizing the required PPE will be investigated by an area manager and/or the safety officer.
- 2. The area manager and/or the safety officer will determine the seriousness of the violation, which may result in issuing a safety violation and may lead to termination of employment.
- 3. Employees in violation of this procedure will be;
- 4. First violation employee will be issued a safety violation of the infraction and counseled on the correct PPE procedure.
- 5. If a safety violation has been issued and the injured employee has spent days away from work, and the employee qualifies to receive Workers Compensation wages. The wages that the employee receives under compensation will be reduced by 50%. This is an established guideline through Workers Compensation.
- 6. Second violations will result in a written warning and counseled on the correct PPE procedure.
- 7. Third violations may result in suspension or other disciplinary action which may result in terminations at the area manager and/or safety officer's discretion.
- 8. Documentation of the above disciplinary action will become part of the employee's permanent employment file.

Firearms and Weapons

Possession of a firearm on Calco property meaning grounds, buildings and vehicles is prohibited. This includes while servicing contractors on land owned by others. This also includes any off duty employees. The prohibition applies regardless of any permit to carry a firearm. Possession of a dangerous article or substance as a potential weapon is also prohibited.

Definitions

1. Firearm - means gun, whether loaded or unloaded, that discharges shot or projectile by means of an explosive, a gas or compressed air.
2. Weapons - a device designed to inflict injury or death on an opponent.

Disciplinary Action

Any violations of this policy by any employee will result in immediate termination. Law enforcement will be contacted immediately.

FIRST AID/CPR PLAN

First Aid

1. In the event of on-the-job injury that requires medical attention that goes beyond basic first aid, employees shall utilize the 911 system.
2. First aid kits are located in each facility and in each pump truck. For minor injuries which can be treated at the facility or job site, a trained first aid provider should assist the injured employee with the proper treatment (i.e., minor cuts, abrasions, and lacerations).
3. Eye wash stations will be maintained in Calco yard and shop areas. First aid kits on concrete pumps will contain eye wash.

CPR

1. Call 911
2. Pump - Position hands in the center of the chest.
3. Push down in the center of the chest hard and fast two inches 30 times.
4. Blow - Tilt head, lift chin, check breathing.
5. Give two breaths.
6. Continue with 30 pumps and two breaths until help arrives.

Fire and Explosion

Contact 911 immediately.

Bomb Threat

1. All bomb threats shall be treated as real.
2. If possible, try to learn what you can about the bomb before the caller hangs up by asking the following questions as calmly as possible.
 - a. Where is the bomb?
 - b. When will it detonate?
 - c. Why is it being done?

Hazard Communication (HAZCOM)

The purpose of the HAZCOM Policy is to ensure employees who are or may be exposed to a hazardous substance understand the physical and health hazards associated with these substances so they can take appropriate steps to protect themselves.

1. Employees are provided on hand information concerning hazardous substances.
2. Calco prepares and maintains a list of hazardous substances that may pose a threat to the health and safety of our operators.
3. Compile Material Safety Data Sheets (MSDS) on the hazardous substances used in the workplace and on equipment operations making them available to all employees.
4. Ensure that all hazardous substance containers are **properly labeled**.
5. Conduct training for all employees and operators that might be affected.
6. Develop a written program that documents the steps for compliance.

Powered Industrial Truck Operator Training Policy

Powered Industrial Truck-Definition

- A mobile, power-propelled truck used to carry, push, pull, lift, stack or tier materials. (ASME) definition.
- Commonly known as forklifts, pallet trucks, rider trucks, fork trucks, or lift trucks.
- Can be powered through electric or combustion engines.

Reasons for Training

- Powered industrial truck accidents cause approximately 100 fatalities and 36,340 serious injuries in general industry and construction annually.
- It is estimated that 20 – 25% of the accidents are, at least in part, caused by inadequate training.

Performance-Oriented Requirements

- The powered industrial truck operator training requirements are performance-orientated to permit Calco to tailor a training program to the characteristics of their workplaces and the particular types of powered industrial trucks operated. Training will only encompass the use of Calco's **HYSTER** front wheel drive powered industrial fork lift. Revised requirements:
1910.178 is amended by revising paragraph (l) and adding Appendix A. or
1926.602 is amended by adding new paragraph (d) and Appendix A.

Operator Training

- Calco shall ensure that each powered industrial truck operator is competent to operate a powered industrial truck safely, as demonstrated by successful completion of the training and evaluation specified in the OSHA standard.
- Prior to permitting an employee to operate a powered industrial truck (except for training purpose), Calco will ensure that each operator has successfully complete the required training.

Training Program Implementation

- Trainees may operate a powered industrial truck only:
 1. Under direct supervision of Operations manager and/or Safety officer who has the knowledge, training, and experience to train operator and evaluate their competence.
 2. Training will be held in an area that does not endanger the trainee or other employees.
- Calco's training shall consist of a combination of:
 1. Formal instruction such as lecture, discussion, and written material.
 2. Practical training involving demonstrations and exercises performed by the trainee.
 3. Calco will continue to evaluate operator's performance in the workplace.
 4. Training and evaluation shall be conducted by Operations manager and/or Safety officer to measure their competence.

Calco Training Program Content

- Operators shall receive initial training in the following topics, except in topics which Calco demonstrates are not applicable to the environment of operations.
 1. Truck-related topics:

Operating instructions, warnings And precautions Controls and instrumentation Engine or motor operation Steering and maneuvering Visibility	Fork and attachment Vehicle capacity Vehicle inspection Refueling Operating limitations
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 2. Workplace-related topics

Surface conditions Composition and stability loads Load manipulation Pedestrian traffic Operating in hazardous areas	Operating in close proximity to mechanics and equipment Be aware of ventilation and diesel exhaust buildup
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Refresher Training and Evaluation

- Calco's refresher training will be conducted every (3) years from initial certification. The training will be conducted to ensure that the operator has the knowledge and skills needed to continue operate the powered industrial truck safely. Refresher training will be required:
 1. Initial certification expires after (3) years.
 2. Unsafe operations
 3. Accident or near-miss
 4. Evaluation indicates need
 5. Introduction of new or different types of equipment
 6. Workplace conditions or location changes

Calco Certification

- Calco will certify that each operator has been trained and evaluated as required by OSHA standards.
- Certification shall include:
 1. Name of operator
 2. Date of training
 3. Date of evaluation
 4. Identity of person(s) performing the training or evaluation.

Calco Cell Phone Policy

Calco adheres to the Federal Motor Carrier Safety Administrations (FMCSA) current regulations. The regulations are designed to prevent drivers from being distracted while operating commercial motor vehicles and reduce accidents. Violations can result in fines and/or driver disqualifications and will impact a motor carrier's and/or driver's Safety Measurement System (SMS) results.

No texting while driving or read a text message while driving a CMV!

We define texting as manually entering alphanumeric text into, or reading text from, and electronic device. The key is that you may not access the device by pressing more than a single button to initiate or terminate a voice communication.

Calco operators are allowed to use mobile phones with restrictions:

- Operators/drivers are allowed to use hands-free mobile phones that are located in close proximity. No unsafe reaching for a device.
- Mobile phones will be located in position for operator to easily use while restrained by properly adjusted safety belts.
- Only use voice-activated or one-button touch features to initiate, answer, or terminate a call.

Calco initiates the three strike rule for violations concerning safety policy. First offence is verbal, second offence is formal write up and placed in operators file. The third offence will result in termination.

If operator is cited by law enforcement may result in fines including civil penalties up to \$2,750 dollars and suspended license. If Calco required or allowed their operators to text or use hand-held devices may be subject to civil penalties up to \$11,000.

Calco takes a firm stand that such behavior will not be tolerated by any and all employees. This information is explained and documented with employees' signature during orientation. All Calco employees are kept informed of policy changes at monthly safety meetings.

CALCO SOCIAL MEDIA POLICY

Purpose

Calco Concrete Pumping recognizes that the internet provides unique opportunities to participate in interactive discussions and share information on particular topics using a wide variety of social media, such as Facebook, LinkedIn, Twitter, Pinterest, Tumblr, blogs and wikis. However, employee's use of social media can pose risks to **Calco's** confidential and proprietary information, reputation and brands, can expose the company to discrimination and harassment claims and can jeopardize the company's compliance with business rules and laws.

To minimize these business and legal risks, to avoid loss of productivity and distraction from employee's job performance and to ensure that the company's IT resources and communications systems are used appropriately as explained below, **Calco** expects its employees to adhere to the following guidelines and rules regarding social media use.

Apart from personal use of social media in accordance with this policy, **Calco** encourages its employees to participate responsibly in these media as a means of generation interest in **Calco's** products and services and creating business opportunities so long as all of **Calco's** rules and guidelines regarding social media usage, particularly in a business context, are adhered to/takes no position as to its employees' participation in these media for business purposes.

Compliance with Related Policies and Agreements

All of **Calco's** other policies that might apply to social media use remain in full force and effect. Employees should always adhere to them when using social media.

Social media should never be used in a way that violates any other **Calco's** policies or employee obligations. If your social media activity would violate any of **Calco's** policies in another forum, it will also violate them in an online forum. For example, employees are prohibited from using social media to:

- Violate **Calco's** IT resources and communications systems policies.
- Violate **Calco's** confidentiality and proprietary rights policies.
- Circumvent **Calco's** ethics and standards of conduct policies.
- Engage in unlawful harassment.
- Circumvent policies prohibiting unlawful discrimination against current employees or applicants for employment.
- Violate **Calco's** privacy policies (for example, never access private password-protected sites of co-workers or other **Calco's** stakeholders without permission).
- Violate any other laws or ethical standards (for example, never use social media in a false or misleading way, such as by claiming to be someone other than yourself or by creating an artificial "buzz" around our business, products or stock).

Employees should also never provide references or recommendations for stakeholders on social or professional networking sites, as such references or recommendations can be attributed to **Calco** and create legal liability for employees and **Calco** (such as interference with

prospective business contracts and allegations of wrongful termination). Employees who violate **Calco's** policies may be subject to discipline up to and including termination of employment.

We recognize that employees might work long hours and occasionally may desire to use social media for personal activities at the office or by means of the company's computers, networks and other IT resources and communications systems. We authorize such use during nonworking time so long as it does not involve vulgar, obscene, threatening, and intimidation or harassing content. Circulating or posting commercial, personal, religious or political solutions, chain letters, spam or promotion of outside organizations unrelated to company business are also prohibited during working time.

No Expectation of Privacy

All contents of **Calco's** IT resources and communications systems are the property of the company. Therefore, employees should have no expectation of privacy whatsoever in any message, files, data, document, facsimile, telephone conversation, social media post, conversation or message, or any other kind of information or communications transmitted to, received or printed from, or stored or recorded on the company's electronic information and communications systems.

You are expressly advised that in order to prevent misuse, and maintain production and discipline, **Calco** reserves the right to monitor, intercept and review, without further notice, every employee's activities using the company's IT resources and communications systems, including but not limited to social media postings and activities, and you consent to such monitoring by your acknowledgment of this policy and your use of such resources and systems. This might include, without limitation, the monitoring, interception, accessing, recording, disclosing, inspecting, reviewing, retrieving and printing of transactions, messages, communications, postings, logins, recordings and other uses of the systems as well as keystroke capturing and other network monitoring technologies.

Protect Calco's Goodwill and Business Reputation

You are personally responsible for what you communicate in social media. Remember that what you publish might be available to be read by the masses (including **Calco** itself, future employers and social acquaintances) for a long time. Keep this in mind before you post content. These guidelines reflect the "duty of loyalty" all employees owe their employers, and are intended to add to, not contradict, limit or replace, applicable mandatory rules, policies, legal requirements, legal prohibitions and contractual obligations.

Use good judgment about what you post and remember that anything you say can reflect on **Calco's**, even if you do include a disclaimer. Always strive to be accurate in your communications about **Calco** and remember that your statements have the potential to result in liability for you or **Calco**. **Calco** encourages professionalism and honesty in social media and other communications.

Respect Intellectual Property and Confidential Information

Calco restricts employees' use and disclosure of the company's trade secrets, confidential information and intellectual property. Beyond these mandatory restrictions, you should treat the company's trade secrets, intellectual property and **Calco's** customer list as confidential. These would also include future and present job proposals, information about company personal past or present, and company financials. Do nothing to jeopardize or unwittingly disclose them through your use of social media. In addition, you should avoid misappropriating or infringing the intellectual property of other companies and individuals, which can create liability for yourself and for **Calco**.

Respect Others

In addition to complying with Calco's mandatory Anti-Harassment and Anti-Discrimination policies, do not post, or express a viewpoint on another's post, such as a "liking" a Facebook post, anything that Calco's customers, clients, business partners, suppliers or vendors would find offensive, including ethnic slurs, sexist comments, discriminatory comments, profanity, abusive language, or obscenity, or that is maliciously false.

Workplace Violence Prevention Policy

Calco Concrete Pumping, Inc. maintains a zero tolerance for violence in the workplace. The purpose of this policy is to create and maintain an environment at Calco that is free of violence and the threat of violence.

Violent behavior of any kind or threats of violence, either implied or direct, are prohibited on Calco properties. Violent behavior will not be tolerated on any customer construction sites while operating Calco equipment. Employees and operators will act professional at all times while employed by Calco. An employee or manager who exhibits violent behavior may be subject to criminal prosecution and shall be subject to disciplinary action and possible termination. Violent threats or actions by a non-employee may result in criminal prosecution. Calco will investigate all complaints filed and will document in incident/accident reports for review by ownership, operation manager, and/or safety officer. Retaliation against a person who makes a complaint regarding violent behavior or threats of violence made to him/her is also prohibited.

DEFINITIONS

Workplace violence is violence or the threat of violence against workers. It can occur at or outside the workplace and can range from threats and verbal abuse to physical assaults and homicide, one of the leading causes of job-related deaths.

Threat: The implication or expression of intent to inflict physical harm or actions that a reasonable person would interpret as a threat to physical safety or property. Threats may come from co-worker, employee, supervisor, and/or general public. Threats can be suggested or implied, all of which are not tolerated at Calco.

Intimidation: Making others afraid or fearful through threatening behavior.

Zero-tolerance: A standard that establishes that any behavior, implied or actual, that violates the policy will not be tolerated.

New Hire Orientation

Calco during orientation provides workplace violence education for employees so they know what conduct is not acceptable. During orientation zero-tolerance policies toward workplace violence are discussed and how to document in the incident/accident/hazardous conditions report.

Calco attempts to create an environment of equality and understanding so that future issues will be resolved through respectful communication. Calco encourages employees to report and document all incidents and threats of workplace violence.

Any and all acts of violence will be immediately investigated and the circumstances of the incident will be discussed by ownership and management. Calco encourages employees to share information about ways to avoid similar situations in the future.

Procedures – Future Acts of Violence

Employees who have reason to believe they, or others, may be victimized by a violent act sometime in the future, at the workplace or as a direct result of their employment with Calco Concrete Pumping Inc., shall inform the operations manager, human resources department, or safety officer.

Procedures – Investigation by Operations Manager/Safety Officer

- Visiting the scene of an incident as soon as possible
- Interviewing injured and threatened employees and witnesses
- Examining the workplace for security risk factors associated with the incident, include any reports of inappropriate behavior by the perpetrator.
- Determining the cause of the incident
- Taking mitigating action to prevent the incident from recurring - Recording the findings and mitigating actions taken.

If an emergency exists and the situation is one of immediate danger, the employee shall contact the local police officials by dialing 9-1-1, and may take whatever emergency steps are available and appropriate to protect himself/herself from immediate harm, such as leaving the area.

Law Enforcement Involvement

Employees who have signed and filed a restraining order, temporary or permanent, against an individual due to a potential act of violence, who would be in violation of the order by coming near them at work, shall immediately supply a copy of the signed order to operations manager, human resources, or safety officer.

Confidentiality

In appropriate circumstances, Calco will inform the reporting individual of the results of the investigation unless restricted by civil litigation or law enforcement. Calco will maintain the confidentiality of the reporting employee and the investigation but may need to disclose results in appropriate circumstances for example, in order to protect the individuals' safety. Calco will not tolerate retaliation against any employee who reports workplace violence.

HARASSMENT AND PROFESSIONAL CONDUCT POLICY

Calco strives to provide employees a professional and congenial work environment and will take all necessary steps to ensure that the work environment remains pleasant for all employees, contractors and work associates, and the general public. An integral part of this type of work environment is for all associates to treat each other with courtesy consideration and professionalism.

The Company will not tolerate harassment of another employee, contractor or work associates, or the general public by any other Calco employee, vendor, contractor, or the general public. Harassment for any discriminatory reason, such as race, color, sex, national origin, disability, sexual orientation, age, religion or veteran status, is prohibited by state and federal laws in the United States, and may subject the Company and/or the individual harasser to liability for any such unlawful conduct. With this policy, the Company prohibits not only unlawful harassment, but also other unprofessional and discourteous actions.

Sexual Harassment

Sexual harassment includes unwelcome sexual advances, requests for sexual favors, or any other visual, verbal or physical conduct of a sexual nature when:

- Submission to the conduct is made either implicitly or explicitly a condition of the individual's employment.
- Submission to or rejection of the conduct is used as the basis for an employment decision affecting the harassed employee.
- The harassment has the purpose or effect of unreasonably interfering with the associate's work performance or creating an environment which is intimidating, hostile, or offensive to the employee.

Each employee must exercise his/her own good judgment to avoid engaging in conduct that may be perceived by others as harassment. The following is a partial list of conduct that would be considered sexual harassment:

- Verbal
Repeated sexual innuendoes, sexual gestures, derogatory slurs, sexually explicit jokes, obscene or sexually suggestive comments about a person's body, offensive or

unwelcome flirtations, unwanted sexual advances or propositions, threats, or suggestive or insulting sounds.

- **Physical**
Unwanted physical contact, including touching, interference with an individual's normal work movement(s), or assault.
- **Other types of harassment**
Harassment of the basis of race, color, national origin, religion, gender, physical or mental disability, sexual orientation, age, veteran status or any other characteristic protected by applicable law. Such prohibited harassment may also be evidenced by similar verbal, non-verbal, or physical conduct as described in the above categories.

Complaint Procedure

Employees who believe that they have been subjected to objectionable conduct should immediately tell the harasser to stop the unwanted behavior and report it immediately to an area manager and/or human resources. If possible, employees should bring their concerns to the attention of their immediate area manager and/or supervisor. However, if the unwelcome behavior involves a member of Calco's management team to whom they directly or indirectly report, they can also seek assistance from any other manager, human resources or an owner of the Company. The employee will then be asked to complete and execute with a signature the Incident/Accident/Hazardous Condition Report, form and submit his/her area manager or human resources.

Do not allow an inappropriate situation to continue by not reporting it, regardless of who is creating that situation. No employee in this organization is exempt from this policy. In response to every complaint, the Company will conduct an immediate, thorough and objective investigation completing and executing the Incident/Accident/Hazardous Condition Investigation Report, and submit the form to human resources. The area manager and/or human resources officer will consult with the employee claiming the alleged harassment and obtain a signed and dated release from the employee to investigate and make necessary corrections concerning the harassment.

The Company will, to the extent possible, protect the confidentiality of harassment complaints. If the Company determines that a violation of this policy has occurred, it will take corrective and preventative actions where necessary. A determination regarding the alleged harassment will be made and communicated to the person claiming harassment as soon as practical. Employees violating the policy, however, are subject to discipline up to and including termination.

The Company strictly prohibits retaliation against any person by another employee for using this complaint procedure, reporting harassment, or for filing, testifying, assisting or participating in any manner in any investigation, proceeding or hearing. An employee who brings such a complaint to the attention of the Company in good faith will not be adversely affected as a result of reporting the harassment.

EQUAL EMPLOYMENT OPPORTUNITY STATEMENT

It is the policy of Calco Concrete Pumping Inc. to afford Equal Employment Opportunity to all qualified persons regardless of race, color, religion, age, sex, national origin, disability or handicap. We will provide that employment opportunity in full compliance with the Civil Rights Act of 1964, the Age Discrimination in Employment Act of 1967, the Equal Pay Act, the Rehabilitation Act of 1973, the Vietnam Era Veterans Readjustment Assistance Act of 1974, and all other applicable laws and regulation, including all contract provisions.

We will recruit, hire and promote in accord with that policy. We will base decisions on employment so as to further the principle of Equal Employment Opportunity. We will insure that promotional decisions are in accord with the principles of Equal Employment Opportunity by imposing only valid requirements for promotional opportunity. We will insure that all other personnel action such as compensation, benefits, transfers, layoffs, layoffs, return from lay-off, company sponsored training, education, social, and recreational programs well be administered consistent with this policy of Equal Employment Opportunity.

Further, we will take appropriate affirmative action to employ and advance in employment qualified minority group members, women, disabled or handicapped individuals, disabled veterans, and veterans of the Vietnam era.

We will periodically, and at least semi-annually, conduct analyses of all personal actions to assure equal opportunity.

It is the established policy of the Company to offer available employment to qualified job applicants regardless of race, color, religion, age, sex, national origin, disability or handicap. Managers and supervisors, at all levels throughout the entire organization are instructed to ensure that employment, upgrading, promotion, demotion, transfer, termination of employment, compensation, raises, employment benefits, training, and all other actions concerning personnel shall be taken solely on the basis of merit, fitness, and the Company's commitment to Affirmative Action.

EQUAL EMPLOYMENT OPPORTUNITY POLICY

Applicants to and employees of most private employers, state and local governments, educational institutions, employment agencies and labor organizations are protected under federal law from discrimination on the following bases:

RACE, COLOR, RELIGION, SEX, NATIONAL ORIGIN

Title VII of the Civil Rights Act of 1964, as amended, protects applicants and employees from discrimination in hiring, promotion, discharge, pay, fringe benefits, job training, classification, referral, and other aspects of employment, on the basis of race, color, religion, sex (including pregnancy), or national origin. Religious discrimination includes failing to

reasonably accommodate an employee's religious practices where the accommodation does not impose undue hardship.

DISABILITY

Title I and Title V of the Americans with Disabilities Act 1990 is amended, protect qualified individuals from discrimination on the basis on disability in hiring, promotion, discharge, pay, fringe benefits, job training, classification, referral, and other aspects of employment. Disability discrimination includes not making reasonable accommodation to the known physical or mental limitations of an otherwise qualified individual with a disability who is an applicant or employee, barring undue hardship.

AGE

The Age Discrimination in Employment Act of 1967, as amended, protects applicants and employees 40 years of age or older from discrimination based on age in hiring, promotion, discharge, pay, fringe benefits, job training, classification, referral, and other aspects of employment.

SEX (WAGES)

In addition to sex discrimination prohibited by Title VII of the Civil Rights Act, as amended, the Equal Pay Act of 1963, as amended, prohibits sex discrimination in the payment of wages to women and men performing substantially equal work, in jobs that require equal skill, effort, and responsibility, under similar working conditions, in the establishment.

GENETICS

Title II of the Genetic Information Nondiscrimination Act of 2008 protects applicants and employees from discrimination based on genetic information in hiring, promotion, discharge, pay, fringe benefits, job training, classification, referral, and other aspects of employment. GINA also restricts employers' acquisition of genetic information and strictly limits disclosure of genetic tests of applicants, employees, or the family members (family medical history); and requests for a receipt of genetic services by applicants, employees, or their family members.

RACE, COLOR, RELIGION, SEX, NATIONAL ORIGIN

Executive Order 11246, as amended, prohibits job discrimination on the basis of race, color, religion, sex or national origin, and requires affirmative action to ensure equality of opportunity in all aspects of employment.

INDIVIDUALS WITH DISABILITIES

Section 503 of the Rehabilitation Act of 1973, as amended, protects qualified individuals from discrimination on the basis of disability in hiring, promotion, discharge, pay, fringe benefits, job training, classification, referral, and other aspects of employment. Disability discrimination includes not making reasonable accommodation to the known physical or mental limitations of an otherwise qualified individual with a disability who is an applicant or employee, barring undue hardship. Section 503 also requires that Federal contractors take affirmative action to employ

and advance in employment qualified individuals with disabilities at all levels of employment, including the executive level.

DISABLED, RECENTLY SEPERATED, OTHER PROTECTED, AND ARMED FORCES SERVICE MEDAL VETERANS

The Vietnam Era Veteran's Readjustment Assistance Act of 1974, as amended, 38 U.S.C.4212, prohibits job discrimination and requires affirmative action to employ and advance in employment disabled veterans (within three years of discharge or release from active duty), other protected veterans (veterans who served during a war or in a campaign badge has been authorized), and Armed Forces service medal veterans (veterans who, while on active duty, participated in a U.S. military operation for which an Armed Forces service medal was awarded).

RETALIATION

All of these Federal laws prohibits covered entities from retaliating against a person who files a charge of discrimination, participates in a discrimination proceeding, or otherwise opposes an unlawful employment practice.

Any person who believes a contractor has violated its nondiscrimination or affirmative action obligations under the authorities above should contact immediately:

The Office of Federal Contract Compliance Programs (OFCCP), U.S. Department of Labor, 200 Constitution Avenue, N.W., Washington, D.C. 20210, 1-800-397-6251 (toll-free) or (202) 693-1337 (TTY). OFCCP may also be contacted by e-mail at OFCCP-Public@dol.gov, or by calling an OFCCP regional or district office, listed in most telephone directories under U.S. Government, Department of Labor.

EQUAL EMPLOYMENT OPPORTUNITY COMPLAINT PROCEDURE

Any employee of Calco Concrete Pumping, Inc. who feel he/she has been discriminated against is encouraged to advise the Company immediately of any complaint of discrimination. To enable the Company to respond quickly, please use the following guidelines in reporting such complaints:

1. The employee should report any complaint of discrimination to his/her immediate supervisor. The supervisor shall review and document all pertinent facts relevant to the complaint and attempt to resolve the problem at the project level.
2. If no resolution is reached, the employee should contact the company Human Resource Officer who shall attempt to resolve the complaint by conferring with the employee and with the employee and the employee's superintendent after reviewing all documentation applicable. Calco Concrete Pumping Inc. Human Resources Officer is Mary Parker, located at PO Box 3775, Eagle, CO. 81631, (970) 524-7922.

3. If the complaint has not been resolved by the efforts of the Human Resources Officer, the employee shall request through the Human Resources Officer a conference with the company President, Jamie L. Bates, to discuss the complaint and all facts that relate thereto.
4. If the complaint has not been resolved between the employee and Calco Concrete Pumping, Inc. management, the employee shall be advised of his/her rights to contact the District EEO Representative, if one is available. The employee may also contact the director of the Colorado Civil Rights Division at 1560 Broadway, Room 1050, Denver CO 80202, (303) 894-2997
5. In all cases complete documentation will be confidential and maintained by Human Resources department. Keeper of records currently is Mary Parker H.R. Officer.

Disclaimer

These rules are not all inclusive and do not replace other safety and precautionary measures that cover usual or unusual conditions. If these rules, in any way, conflict with any state, local or federal statute or regulation, said statute or regulation shall supersede these rules and it shall be the responsibility of each employee to comply herewith.

The Bottom Line

The most effective safety device is you. **THINK** about the potential hazards in each situation, and keep yourself safe. Don't depend on anyone else for your own safety - take care of yourself. Take Calco's EH&S Policy and its guidelines seriously. Participate in safety by attending all safety training meetings and retaining all safety training material provided.



Hazardous Areas "Hopper Operations"

Amendment to Calco Safety Policy:

Calco concrete pumping is amending the May 2016 safety policy. The changes concern the Pump Prime Procedure and the use of PPE. The change is due to the unclear description of safe procedures during prime out, end of day clean out, and the use of PPE. Our current policy describes use of proper PPE during prime out but is unclear of hazards associated with area around hopper. **The new policy states:**

- Pump Prime procedure and use of PPE

Calco has amended its EH&S Policy on proper procedure and use of PPE. The amended policy states that when your face is exposed too concrete, slurry, or hazardous chemicals operators will wear safety goggles and/or face shield. If your face is within 12 to 18 inches of possible exposure you will wear face shields or safety goggles. During prime out of system no one is to be near discharge hose. The minimum distance from discharge hose is 15 feet. Operators at any point of system reduction (5"to 4" steel reducer will wear safety goggles during prime out. When breaking system at clamps operators will continue to wear goggles due the fact some parts of line will be still under pressure. When working near hopper during prime out PPE will also be worn (ready mix discharge to hopper). Proper distance will allow you to just wear safety glasses except when preparing pump slurry. If you are mixing bag of cement with water to prepare slurry you will protect you face and eyes.

YOU WILL WEAR GOOGLES.

If you are pumping through system of more than three hoses or reducing down to 3in hose or pipe fill out a JSA. There is a greater possibility of hazard during system pumping from boom pumps so we will document possible hazard. It does not have to be elaborate but it should describe the situation clearly.

Standing on hopper grate is prohibited by Calco, no exceptions. If concrete material is too stiff to pass through grate, then use shovel or rake. Standing on manufacturers hopper cover or aftermarket "homemade cover" is still considered standing on grate and is prohibited. Covers are used for keeping excessive amounts of water and contaminated concrete from splashing out during transport to authorized disposal areas. Covers are to be used when water washing and sucking sponge during cleaning of boom pumps. They are not structural and are not designed for support of operator. These safety guidelines are in place for your wellbeing. Ignoring safety policy procedures can lead to discipline and or termination.



Hazardous Areas "Hopper Operations"

Amendment to Calco Safety Policy:

Calco concrete pumping is amending the May 2016 safety policy. The changes concern the Pump Prime Procedure and the use of PPE. The change is due to the unclear description of safe procedures during prime out, end of day clean out, and the use of PPE. Our current policy describes use of proper PPE during prime out but is unclear of hazards associated with area around hopper. **The new policy states:**

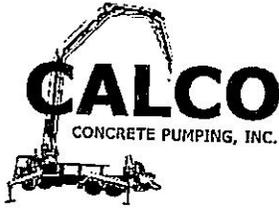
- Pump Prime procedure and use of PPE

Calco has amended its EH&S Policy on proper procedure and use of PPE. The amended policy states that when your face is exposed too concrete, slurry, or hazardous chemicals operators will wear safety goggles and/or face shield. If your face is within 12 to 18 inches of possible exposure you will wear face shields or safety goggles. During prime out of system no one is to be near discharge hose. The minimum distance from discharge hose is 15 feet. Operators at any point of system reduction (5" to 4" steel reducer will wear safety goggles during prime out. When breaking system at clamps operators will continue to wear goggles due the fact some parts of line will be still under pressure. When working near hopper during prime out PPE will also be worn (ready mix discharge to hopper). Proper distance will allow you to just wear safety glasses except when preparing pump slurry. If you are mixing bag of cement with water to prepare slurry you will protect you face and eyes.

YOU WILL WEAR GOOGLES.

If you are pumping through system of more than three hoses or reducing down to 3in hose or pipe fill out a JSA. There is a greater possibility of hazard during system pumping from boom pumps so we will document possible hazard. It does not have to be elaborate but it should describe the situation clearly.

Standing on hopper grate is prohibited by Calco, no exceptions. If concrete material is too stiff to pass through grate, then use shovel or rake. Standing on manufacturers hopper cover or aftermarket "homemade cover" is still considered standing on grate and is prohibited. Covers are used for keeping excessive amounts of water and contaminated concrete from splashing out during transport to authorized disposal areas. Covers are to be used when water washing and sucking sponge during cleaning of boom pumps. They are not structural and are not designed for support of operator. These safety guidelines are in place for your wellbeing. Ignoring safety policy procedures can lead to discipline and or termination.



Amendment to Safety Policy: Hose Handling

Pump Prime and use of PPE:

Calco has amended its EH&S Policy on proper use of PPE. The amended policy states that when your face is exposed to concrete, slurry, or hazardous chemicals operators will wear safety goggles and/or face shield. This is new best practices from OSHA. If your face is within 12 to 18 inches of possible exposure you will wear safety goggles. Areas of concern will be at the point of discharge (tip hose), near reducer during prime out (5 to 4in. reducer), and hopper (ready mix discharge at prime). Proper distance will allow you to just wear safety glasses except when preparing pump slurry. If you are mixing bag of cement with water to prepare slurry you will wear rubber gloves and goggles.

Protect your eyes wear goggles

If you are pumping through system of more than three hoses or reducing system down to (3 inch) hose or pipe fill out a JSA. There is a greater possibility of hazard during system pumping from boom pumps so we will document possible hazard. It does not have to be elaborate but it should describe the situation clearly. Jobsite Analysis sheets will be available and should be kept with DOT log books.

If your pump doesn't have the proper PPE, then let management know. Not having the proper PPE is not an excuse. As Calco operator you are responsible and accountable.