

## **Fleet Safety Program**

### **PURPOSE**

The purpose of the Fleet Safety Program is to be in compliance with the local regulatory requirements and provide directives to managers, supervisors, and employees about their responsibilities in the operations and management of Advanced Excavating Specialist and Five Rivers Construction mobile equipment.

### **KEY RESPONSIBILITIES**

#### **Safety/Equipment Manager**

- The designated Safety Manager is responsible for developing and maintaining the program and related procedures.
- Will conduct an in-depth incident investigation for each vehicle incident.
- Will track all vehicle incidents and provide guidance to the preventability of incidents.
- Will periodically audit and revise the fleet safety policy to make needed clarification or to implement new policies.
- Will assure that motor vehicle reports (MVR) are run annually and that all employees remain qualified to drive with
- Ensure all pre trip and post trip walk around inspections are completed at the required intervals.
- Assist in disciplinary action as needed.

#### **Hiring Manager**

- Ensure that all required qualifications are met prior to being employees being dispatched to use company vehicles or equipment.
- Maintain employee files and ensure qualifications are kept up to date.

#### **Superintendents and Foremen**

- Responsible for the implementation and maintenance of the program for their site and ensuring all assets are made available for compliance with the plan.
- Will assure that all hazards are repaired promptly, and the vehicle is safe for operation.
- Will assure that vehicles not safe for operation must be placed out of service immediately.
- Will perform the initial investigation for incidents.
- Will assign a representative to scenes of serious accidents to assist with the investigation.
- When the policy is updated, managers will provide copies to drivers and discuss the new policy with them.
- Will verify that driving employees:
  - Have a valid driver's license.
  - Are qualified to operate Advanced Excavating Specialist and Five Rivers Construction vehicles.
  - Have completed all required training.

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- Have been trained in and understand this policy.
- Will verify that operating employees:
  - Are qualified to operate Advanced Excavating Specialist and Five Rivers Construction equipment.
  - Have completed all required training.
  - Have been trained in and understand this policy.
- Report take disciplinary action against employees who disobey this safety program.

### **Employees**

- All shall be familiar with this procedure and the local workplace vehicle and equipment safety program.
- Follow all requirements and report unsafe conditions.
- Possess and maintain a valid, current driver's license or commercial drivers license with specified endorsements when driving vehicles that require it.
- Possess and maintain a Medical Examiner's Certificate.
- Comply with all DOT regulations and additional federal, state, and local regulations.
- Read, understand, and follow all manufacturer-provided user manuals and recommendations.
- Have a satisfactory driving record.
- Always observe the equipment's safe operating procedures.
- Follow all rules and procedures outlined in this policy.
- Conducts weekly inspections on equipment and vehicles as specified in this policy.
- Report unsafe observations to your supervisor.

### **TRAINING**

The following training requirements apply for all Advanced Excavating Specialist and Five Rivers Construction locations. If an employee shows lack of understanding, retraining will be completed. If employees are not safe and cannot fix their actions upon retraining, they will be disciplined according to our published "Disciplinary Policy".

Only authorized employees shall be allowed to operate mobile equipment. Authorization to operate mobile equipment will be issued to employees qualifying under appropriate training, proficiency testing, and proof of certificates and qualifications listed in this manual. The person must also be in possession of an applicable operator's license, driver's license, endorsements and an airbrake certificate where required and be familiar with the operating instructions pertaining to the equipment. Authorization will be issued after these requirements are met.

A supervisor must not knowingly operate or permit a worker to operate mobile equipment which is, or could create, an undue hazard to the health or safety of any person or is in violation of any local or federal regulations.

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- Employees must be aware of all safe practices explained in this program.
- Wear vehicle restraint devices when using any vehicle for company business.
- Employees must not operate equipment when they are fatigued, or under any influence of drugs or alcohol.
- A driver Vehicle Inspection Report (DVIR) must be completed in accordance with the schedule in the “Maintenance and Inspections” section of this program.
- Where a vehicle, excavator or similar equipment is operated near a live power line carrying electricity at more than 750 volts, every part of the equipment shall be kept at least the minimum distance from the live power line for the voltage as required by local or federal law. Additional overhead power line information can be found in the “Electrical Safety Combined” manual.
- Under no circumstance will a worker be directed, required, or permitted to work under or remain in the range of a swinging load or part of unit of powered mobile equipment due to the inherent danger.
- Employees must be briefed on each type of equipment and taught the following before beginning work on a new equipment type:
  - General awareness and familiarization
  - Specific equipment/vehicle functions
  - If a CDL or other license endorsement is required by law, a qualified third-party company will properly train employees before they use that type of equipment.
- Fatigue management and health issues.
- COMPANY must provide initial and annual training on how to recognize fatigue, how to control fatigue through appropriate work and personal habits and reporting of fatigue to supervision.
- DOT hours of service.

### **PROCEDURE**

Operators and drivers are expected to operate within the limits set by federal, state, and local regulations. This includes following Hours of Service, avoiding speeding and other moving violations, and meeting physical requirements. Violations will be subject to the disciplinary actions outlined in the “Disciplinary Policy” and all incidents will be treated as outlined in the “Incident Investigation” manual. These are both available to all employees in the office or by request to any office staff or supervisor.

- No riders are allowed unless authorization has been given by management.
- Abide by all PPE requirements.
- Abide by all traffic laws and control devices.

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- All drivers must maintain timecards and logbooks (when working over 14 hours or outside a 100-mile radius of the shop) in accordance with company and DOT requirements.

### **Communications**

- The use of mobile phones, two-way radio communications, tablets, PDAs, or other mobile electronics is prohibited while driving any vehicle.
- All drivers of vehicles are required to carry a charged, functioning cell phone with service for the intended trip route.

### **Physical and Metal Preparedness**

- Wear the specified PPE.
- Follow the drug and alcohol policy and CDL requirements.
- Be mindful of common distractions, such as eating or drinking, adjusting the vehicles climate controls, or reaching for objects: anything that moves your hands from the steering wheel or controls, takes your eyes off of your surroundings, or disrupts your concentration could put you and others at risk.
- Allow for sufficient rest – Advanced Excavating Specialists and Five Rivers Construction fall within short haul regulations, but employees should not be operating or driving vehicles when they are not in the physical state to do so. If long days are worked, take breaks per jurisdictional requirements.
- Consume water and nutritious snack; do not rely on sugar or caffeine to stay alert or awake.

### **General Regulations**

- Equipment in which the operator cannot directly or by mirror or other effective device see immediately behind the machine must have an automatic audible warning device which activates whenever the equipment controls are positioned to move the equipment in reverse, and if practicable, is audible above the ambient noise level.
- Unauthorized personnel shall not be permitted to ride on equipment unless it is equipped to accommodate riders safely.
- The operator of mobile equipment must not leave the controls unattended unless the equipment has been secured against inadvertent movement such as by setting the parking brake, placing the transmission in the manufacturer's specified park position and by chocking wheels where necessary.
- No operator shall leave unattended a suspended load, machine or part or extension of it unless it has been immobilized and secured against inadvertent movement.

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- Powered equipment shall not be left unattended unless forks, buckets, blades, and similar parts are in the lowered position or solidly supported.
- The operator shall use access provided to get on or off equipment. Do not jump to the ground.
- No operator shall operate mobile equipment without the protection of an enclosed cab or approved eye protection for the type of hazards to the eye.
- Where there is a danger to the operator of a unit of powered mobile equipment or any other worker who is required or permitted to be in or on a unit of powered mobile equipment from a falling object or projectile, the powered mobile equipment must be equipped with a suitable and adequate cab, screen, or guard.
- Every truck, forklift, and some other pieces of equipment will be equipped with a seat belt for the operator, if equipment has a seatbelt, the operator is required to use the seatbelt. Before starting the engine, the driver shall fasten seat belts and adjust them for a proper fit.
- Each mobile equipment vehicle used for lifting must be provided with a durable and clearly legible load rating chart that is readily available to the operator. The operator shall not load the vehicle/equipment beyond its established load limit and shall not move loads which because of the length, width, or height that have not been centered and secured for safe transportation.
- Mobile equipment used for lifting or hoisting or similar operations shall have a permanently affixed notation stating the safe working load capacity of the equipment and the notation must be kept legible and clearly visible to the operator.
- The operator shall not use or attempt to use any vehicle in any manner or for any purpose other than for which it is designated.
- The operator's manual for powered mobile equipment must be readily available to the worker who operates the equipment.
- An employer must ensure that a competent person services, inspects, disassembles, and reassembles a tire or tire and wheel assembly of powered mobile equipment in accordance with the specifications of both the tire manufacturer and the manufacturer of the powered mobile equipment.
- All mobile equipment must be equipped with an audible warning signal, a means of illuminating the path of travel at any time and taillights when, because of insufficient light or unfavorable atmospheric conditions, adequate illumination of the cab and instruments, and a mirror providing the operator with an undistorted reflected view to the rear of the mobile equipment.
- Adequate and approved fire suppression equipment shall be provided on mobile equipment.

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- The operator of a gasoline or diesel vehicle shall shut off the engine before filling the fuel tank and shall see that the nozzle of the filling hose contacts the filling neck of the tank. No one shall be on the vehicle during fueling operations except as specifically required by design. There shall be no smoking or open flames in the immediate area during fueling operation.
- When a worker is required to work beneath elevated parts of mobile equipment including trucks, the elevated parts shall be securely blocked.

## **Signaling**

Where the operator of a vehicle, mobile equipment, crane, or similar material handling equipment does not have a full view of the intended path of travel of the vehicle, mobile equipment, crane or similar material handling equipment or its load, the vehicle, mobile equipment, crane or similar material handling equipment shall only be operated as directed by a signaler who is a competent person. The signaler shall be stationed, in full view of the operator and with a full view of the intended path of travel of the vehicle, mobile equipment, crane or similar material handling equipment and its load; and clear of the intended path of travel of the vehicle, mobile equipment, crane or similar material handling equipment and its load.

## **Road Vehicle Safety**

### Passing Vehicles:

- Stay in the right-most lane unless passing.
- Stay out of the passing lane unless essential. Avoid unnecessary lane changes.
- If ever unsure of the safety of a pass, do not attempt it.
- Always use your turn signals when passing and apply them well in advance.
- Do not pass vehicles at rail crossings, curves, hills, intersections, or any place where your view of the road surrounding the vehicle is obstructed.

### Turning:

- Reduce speed when approaching turns, and do not initiate the turn until you have verified that your path is clear.
- Activate your turn signal well in advance of beginning your turn.
- When making a right turn:
  - Turn from the rightmost lane whenever possible.
  - Check mirrors frequently throughout the turn to verify that your path is clear of vehicles, pedestrians, or objects.

Roadside Stops - Only stop on road shoulders in the event of an emergency. If you must stop by the road:

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- Choose the most level, straight, and visible area possible.
- Use your turn signal when leaving the road.
- Make every effort to completely clear your vehicle from travel lanes on the road; if it is not possible to do so, leave as much of the travel lane clear as possible.
- Once the vehicle is at a complete stop, activate your hazard signals and within 10 minutes place other roadside emergency markers as needed/required (e.g., flares or reflective signs).
- Put on your safety vest before exiting the vehicle, and always assume that approaching vehicles do not see you.
- Call for assistance immediately and alert management of any needed issues.
- If it is necessary to stop on an incline, take precautions in addition to placing the vehicle in park or first gear and setting the parking brake, such as chocking the wheels.
- Stay with the vehicle if possible.
  - If you need to leave the vehicle to get assistance, leave a note in a visible location inside the cab to alert other responders to your whereabouts.
  - If your tractor is operational but you need to leave your trailer, make sure it is properly supported on level, stable ground.

#### Fueling Vehicles:

- Follow all specified procedures for safe fueling of the equipment including review and training in the safety data sheet for the specific fuels.
- Remain in the immediate area when fueling vehicles and be ready to respond quickly in the event of an automatic shutoff nozzle malfunction.

#### Coupling:

- Make sure that the tractor and trailers are properly aligned prior to coupling.
- Avoid trying to force equipment into place, which can lead to equipment damage and personal injury.
- Assure that all guards and protective devices are in place prior to beginning the operation.
- Once the tractor has been backed into the trailer, get out and visually inspect the fifth wheel to confirm the following:
  - The trailer apron is resting snugly on the fifth wheel, not hovering above it.
  - The fifth wheel's jaws have closed around the kingpin and are secure.

#### Vehicle Cleanliness:

- Keep vehicles always clean, including mirrors and windows.
- Maintain a trash container in the vehicle.
- Make sure all emergency equipment, accident investigation packets, traffic control devices, spill containment equipment, and PPE is always in place and in ready-to-use condition.
- Keep mirrors clean and adjusted prior to operation of the vehicle and continually throughout the shift. Report any issues associated with mirrors to prevent blind spots.

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### Cargo and Securement:

Improperly loaded or secured cargo can lead to cargo shifting or falling from vehicle, resulting in damaged equipment, traffic problems, injuries, or fatalities.

- Regardless of whether you load and secure the cargo yourself, you are responsible to inspect the cargo to assure that:
  - It is secured properly.
  - There are no overload or oversize issues.
  - It does not obscure your view in any way.
  - It does not restrict access to emergency equipment.
- All cargo must be:
  - Within legal weight limits.
  - Positioned to prevent unstable conditions.
  - Firmly immobilized or secured on or within a vehicle by structures of adequate strength and condition.
- Cargo and securement must be checked repeatedly.
  - Inspect the cargo and the securing devices prior to departure and as part of your pre-trip inspection.
  - In the first 50 miles of beginning the trip, re-check the cargo and securement.
  - Re-check the cargo and securing devices again every 3 hours or 150 miles, at each break, and as often as necessary during a trip to keep the load secure. These load checks shall be done at safe off-road location(s) unless it is an emergency.

Securement structures include dunnage or dunnage bags, shoring bars, tie-downs, or a combination of these in accordance with COMPANY rules and with the current Federal Motor Carrier Safety Administration (FMCSA) [published cargo securement rules](#).

### Required Markings/Placards and Material Shipping:

The Department of Transportation (DOT) mandates that Hazmat Placards be used when transporting hazardous materials and dangerous goods in the United States. These DOT Placards and Hazardous Materials Placards have numbers on them noting specific chemicals or groups of chemicals being transported. Placards must be displayed on all 4 sides of a transport vehicle. The front placard can be on the front of the trailer or the front of the truck. Markings/Placards will be properly displayed based on the specific type of hazardous material being transported.

The basic description of a hazardous material includes the Identification Number, the Proper Shipping Name, Hazard Class and Packing Group (when applicable). This information is required to be placed on the shipping paper in a specific order. Since there may be circumstances when both “regulated” and “non-regulated” materials are included on the same document, federal transportation regulations require that the information for hazardous materials be listed in such a way as to get the reader’s attention. This can be accomplished in several ways including:

- Listing the information for all shipments of hazardous materials first

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- Entering the information in a color that contrasts with that of information for other types of shipments. Use of a highlighter pen to provide color contrast is acceptable.
- Identifying information for shipments of hazardous materials with an “X” in a column on the shipping paper captioned “HM” that appears before the proper shipping name

Hazardous waste manifests (shipping papers) must be kept for three years after the material is accepted by the initial carrier. Shippers must keep shipping papers for two years after the material is accepted by the initial carrier.

### Hazardous Materials Warning Labels

Actual label size: at least 100 mm (3.9 inches) on all sides

<p><b>CLASS 1 Explosives:</b> Divisions 1.1, 1.2, 1.3, 1.4, 1.5, 1.6</p> <p>§172.411</p>	<p><b>CLASS 2 Gases:</b> Divisions 2.1, 2.2, 2.3</p> <p>§172.405(b), §172.415, §172.416, §172.417</p>	<p><b>CLASS 3 Flammable Liquid</b></p> <p>§172.419</p>	<p><b>CLASS 4 Flammable Solid, Spontaneously Combustible, and Dangerous When Wet:</b> Divisions 4.1, 4.2, 4.3</p> <p>§172.420, §172.422, §172.423</p>	<p><b>CLASS 5 Oxidizer, Organic Peroxide:</b> Divisions 5.1 and 5.2</p> <p>§172.426, §172.427</p>
<p><b>CLASS 6 Poison (Toxic), Poison Inhalation Hazard, Infectious Substance:</b> Divisions 6.1 and 6.2</p> <p>§172.431</p>	<p><b>CLASS 7 Radioactive</b></p> <p>§172.433</p>	<p><b>CLASS 8 Corrosive</b></p> <p>§172.434</p>	<p><b>CLASS 9 Miscellaneous Hazardous Material</b></p> <p>§172.435</p>	<p><b>Cargo Aircraft Only</b></p> <p>§172.448</p>

\* Include compatibility group letter.  
\*\* Include division number and compatibility group letter.

### Hazardous Materials Warning Placards

Actual placard size: at least 250 mm (9.84 inches) on all sides

<p><b>CLASS 1 Explosives</b></p> <p>§172.522, §172.523, §172.524, §172.525</p>	<p><b>CLASS 2 Gases</b></p> <p>§172.528, §172.530, §172.532, §172.540</p>	<p><b>CLASS 3 Flammable Liquid and Combustible Liquid</b></p> <p>§172.542, §172.544</p>	<p><b>CLASS 4 Flammable Solid, Spontaneously Combustible, and Dangerous When Wet</b></p> <p>§172.546, §172.547, §172.548</p>		
<p><b>CLASS 5 Oxidizer &amp; Organic Peroxide</b></p> <p>§172.550, §172.552</p>	<p><b>CLASS 6 Poison (Toxic) and Poison Inhalation Hazard</b></p> <p>§172.504(f)(10), §172.554, §172.555</p>	<p><b>CLASS 7 Radioactive</b></p> <p>§172.556</p>	<p><b>CLASS 8 Corrosive</b></p> <p>§172.558</p>	<p><b>CLASS 9 Miscellaneous</b></p> <p>§172.560</p>	<p><b>Dangerous</b></p> <p>§172.521</p>

**Limited Quantity Marking**

§172.315(e)(2)  
(Vessel transport only)

## **MAINTENANCE AND INSPECTIONS**

Vehicles licensed for 10,000 GVW or less: Will be inspected periodically for pre-trip, annually for the DOT Safety inspection and any time serviced or repaired.

Vehicles between 10,000 and 26,000 GVW: Will be inspected not less than once a week and must have an inspection completed when there are safety deficiencies found, annually for the DOT Safety inspection and at any time serviced or repaired.

Vehicles over 26,000 GVW and Hazmat Carriers: Will be inspected pre-trip and post-trip with every use, annually for DOT Safety inspection and any time serviced or repaired.

Trailers will be inspected consistent with the type of tow vehicle utilized while in operation.

Maintenance and repair will be tracked using either HCSS computer tracking system and/or handwritten work orders. For employees utilizing the HCSS database, the safety inspection component will be utilized to input inspection records and notify the shop of the need for service and or repair. Shop personnel will write a work order and prioritize the needed action based on overall company needs.

Personnel that do not have the HCSS program and FRC (Five Rivers Construction) personnel will utilize a handwritten format to document inspections as required and to report the need for service and or repair.

## **DRIVER QUALIFICATIONS**

Employees are required to have the following qualifications prior to operating any commercial vehicle. The hiring manager will be responsible for maintaining these records and notifying supervisors of when employees qualify.

### **All Drivers**

- Employment Application.
- Negative pre-employment drug screen result.
- Copy of Medical Examiners Certificate.
- Motor Vehicle Record (MVR) that meets the current requirements of company insurance policies which includes but is not limited to:
  - Driving under the influence of drugs or alcohol.
  - Speeding more than 15mph.

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- Aggressive, reckless, or careless driving.
- Leaving the scene of an accident.
- Hit and run.
- Failure to report an accident.
- Attempting to elude a law officer.
- Operating a vehicle while the operator's license is suspended or revoked.
- Copy of Driver's License.

### **Commercial Vehicle Drivers**

Drivers with a Commercial Drivers License must meet the requirement of all drivers above, and these additional requirements:

- Past employment history for all employers in the preceding 3-years
- Past employment drug and alcohol history for all employers in the preceding 3-years
- Complete FMCSA Query

### **Annual Requirements**

The hiring manager is responsible for maintaining the following annually:

- Track and get renewals of any expiring Medical Examiner Certificates, Driver License's, and Endorsements.
- Run and evaluate the drivers MVR annually and complete an FMCSA Query for CDL drivers.

### **Notice of Violations**

Drivers must communicate to the safety and hiring management within 24 hours:

- Any moving violation or event that can affect their driving record.
- Loss of any privilege to operate a vehicle or any disqualification from operating a vehicle.

### **FATIGUE MANAGEMENT**

The guiding principles of fatigue management shall be incorporated into the normal management functions of the business and include the following:

- Employees must be in a fit state to undertake work.
- Employees must be fit to complete work.
- Employees must take minimum periods of rest to safely perform their work.

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Supervisors are responsible for the implementation and maintenance of this program for their site and ensuring all assets are made available for compliance with the program.

### **Mechanisms for Managing Fatigue**

- Employees must present in a fit state free from alcohol and drugs.
- Employees must not chronically use over the counter, prescription drugs and any other product which may affect an employee's ability to perform their work safely, including fatigue that sets in after the effects of the drug wear off.
- Employees shall report tiredness/fatigue and lack of mental acuity to supervision and supervisory personnel shall make safety critical decisions and take appropriate actions to prevent loss including replacement of tired employees, changing schedules, or forcing work stoppages.
- Employees need to be rested prior to starting work.
- Employees need to monitor their own performance and take regular periods of rest to avoid continuing work when tired.
- Employees shall follow Hours of Work.
- Take measures to manage your stress, such as proper diet, exercise, and sleep: this can result in better focus on the road.
- Allow for sufficient rest before beginning your trips and take breaks as frequently as possible along the way.
- Consume water and nutritious snacks; do not rely on sugar or caffeine to stay alert or awake.

### **Control of Hours of Service**

Drivers of commercial vehicles MUST follow, without exception, federal DOT, and any specific state requirements for hours of service and minimum number of hours between each shift or change in driving time status.

### **Use of Ergonomic Friendly Equipment**

Ergonomic equipment will be used to improve workstation conditions such as anti-fatigue mats for standing, lift assist devices for repetitive lifting, proper lighting and controls of temperature and other ergonomic devices as deemed appropriate. Equipment to be used will be determined in the work task analysis.

### **Incident Analysis**

If there is an incident there shall be an initial identification/assessment of evidence. Initial identification of evidence immediately following the incident might include a listing of people, equipment, materials involved and a recording of environmental factors such as weather, illumination, temperature, noise, ventilation, etc. and physical factors such as fatigue, age, and medical condition.