

Safety Policy Manual



WELLS CONCRETE



Safety, it's your personal responsibility.

Albany



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Management Statement

Wells Concrete recognizes the employees as the backbone of our organization and our most important resource. Management has every desire to provide for its employees a safe working environment. With this in mind, management will provide all reasonable safeguards to ensure safe working conditions and will NEVER compromise safety for the sake of production.

All employees are responsible for maintaining, promoting, enforcing, and participating in the company safety program. Working safely is not an option at Wells Concrete; it is a condition of employment.

The joint cooperation of employees and management in observance of this safety program will provide safe working conditions and accident-free performance and will be to the mutual advantage of all.

Each and every one of us must incorporate safety into everything we do – our existence depends on it.

Gregg Jacobson
Vice President of Operations

Employee Responsibilities

Company policy requires that employees always act with the utmost regard for the safety of themselves, other employees and the public.

Your cooperation is necessary for the protection of yourself and others. It is important that you follow safety rules and take no unnecessary chances. Use all safeguards, safety equipment provided, and make safety a part of your job.

In case of injury, please report promptly to your supervisor for Wells Concrete and get first aid or medical help without delay. If you see any hazardous conditions, please report it so it can be corrected. Your safety suggestions will be sincerely appreciated.

Safety is a condition of employment. All employees are responsible for complying with safety rules, practices, and procedures. This includes maintaining property and equipment as well as promoting good housekeeping practices.

Safety rules of Wells Concrete are included in this program document.

Subcontractor and Vendor Responsibilities

Company policy requires that subcontractors and vendors always act with the utmost regard for the safety of themselves, other site participants and the public.

All Safety rules and requirements for Wells Concrete will be followed by subcontractors and vendors of Wells Concrete controlled jobsites.

General Safety

Everyone is responsible for safety at Wells Concrete. The personal health and wellbeing of each employee is our number one priority. It is every employee's responsibility to maintain a safe workplace for customers and coworkers. Every employee should address safety issues immediately. Wells Concrete will provide all employees with the necessary tools and protective wear to keep everyone safe. If you feel there are better ways to improve the safety and wellbeing of our employees, please bring forward your suggestions to a member of the safety committee or a member of management.

Wells Concrete has a very strict safety program that you must follow. Failure to follow the program and appropriate safety measures that have been put in place will result in disciplinary action, up to and including termination of employment. A safety committee meets monthly to review safety policies and overall safety around the facility. Audits of our facility are completed quite often by management to ensure the safe behavior of all employees and address concerns from employees.

Our safety philosophy is to be proactive instead of reactive. If an accident does occur, it must be reported immediately to your supervisor. An employee who fails to report an accident may receive disciplinary action, up to and including termination of employment. Wells Concrete tracks all accidents to better improve the safety of our employees. Employees who observe unsafe acts should also report these incidents to their supervisor. It is important to maintain a strong safety culture within Wells Concrete.

In order for Wells Concrete to maintain a safe workplace environment for all employees, every employee must perform all job duties in a manner that ensures his/her own safety and other employee's safety.

Accidents can happen to anyone at any time and when you least expect it. We know that employees who know and practice the rules of working safely are very seldom involved in accidents.

Based on your position with the Company, you will be required to attend certain safety trainings, including online classes during working hours. These trainings are intended to inform you about OSHA's guidelines and company expectations. Some of the trainings will make you aware of the safety hazards that can exist at Wells Concrete. Other trainings are designed to teach you proper safety techniques to use on the job. These trainings will allow you to increase your safety knowledge and help you work safer.

Team leaders, supervisors, and managers will be held accountable for the safe operation of their employees. All employees must be alert to the possibility of injury and remember to work in a safe manner. Remember, it is your supervisor's job to enforce and educate you on safety matters. Please remember that if they have to address issues with you, this is done to keep you and those around you safe at work.

Wells Concrete utilizes a variety of different resources to provide you with OSHA compliance training. One way we do this is to have each employee complete online classes through JJ Keller. This will be explained to you in more detail, however it is expected that you complete the trainings that are requested of you.

The other expectation of all Wells Concrete employees is that you will not operate any equipment that you have not been trained on by Wells Concrete staff or consultants hired by Wells Concrete. An example of this would be if you received forklift training from your previous employer. That would not be valid at Wells Concrete; you would be required to go through our forklift training class and get a sticker on your hard hat with your expiration date prior to operating that equipment. Other examples of equipment include front end loaders, cranes, lull lifts, and bobcats.

All other programs that you have not received training on specifically by Wells Concrete cannot be completed by you as the new employee. Examples include the following: blood borne pathogen cleanup, lock-out tag-out, confined space entry, administering first aid to others, use of a respirator of any kind, hot work of any kind, and welding.

Safety Rules

The following safety rules have been adopted to provide a safe work place and ensure safe work practices are adhered to on all Wells Concrete projects. Employees are required to keep this book throughout their employment. Each employee is required to study, obey, and frequently review all rules applicable to the jobs they perform.

General Rules

- All injuries or accidents that result in personal injury or damage to property, no matter how small, must be reported to your supervisor immediately.
- Report all unsafe conditions to your supervisor.
- Supervision is responsible for the safe work practices of their employees.
- Employees shall not engage in horseplay or practical jokes.
- Wells Concrete prohibits any possession, sale, transfer, or use of alcohol or illegal drugs on Company property, any employee from working under the influence of alcohol or illegal drugs; and the illegal use of prescription drugs. Employees reporting for work under the influence of such mentioned substances will result in disciplinary action, up to and including termination of employment. The Substance Abuse policy in the Corporate Handbook will be followed. Employees should notify Human Resources when prescription medications are being used that may affect their ability to work safely.

- All job sites are to be maintained in a safe, orderly condition. Housekeeping is everyone's responsibility. Demolition material or boards with nails protruding must be taken care of immediately. Any housekeeping issue that poses a risk to employees or the public is to be corrected immediately.

Ergonomics

- An employee shall obtain assistance in lifting heavy objects, or shall use power equipment.
- When two or more persons carry a heavy object that is to be lowered or dropped, there shall be a prearranged signal for releasing the load.
- When two or more persons are carrying one object, each employee, if possible, should face the direction which the object is being carried. (Avoid strains from lifting objects by being sure of footing, bending the knees and keeping the back almost straight. When ready to lift, straighten legs slowly, thus placing the strain on the stronger muscles of the body.)

Personal Protective Equipment

- Leather work boots are required for all field workers. Safety shoes are recommended.
- Hard hats are required on all job sites.
- Personal protective equipment such as safety glasses, respirators, ear plugs, harnesses, and gloves shall be worn when job conditions present hazards dictating their use.
- Class II Safety Vests are required as your outer layer of clothing at all times when powered equipment is on site.

Asbestos

- Wells Concrete employees shall not knowingly work with or on materials containing asbestos. Employees suspecting the possible presence of asbestos should report it to their supervisor immediately.

Tools

- Defective tools shall not be used. Report them to your supervisor for repair or replacement immediately.
- Do not break or disconnect pressure lines without first bleeding off the pressure.
- Wear gloves when handling rough materials.
- Tools such as chisels, punches, drift pins that become mushroomed or cracked, shall be dressed, repaired or replaced before further use.
- Tools shall be used only for the purposes for which they have been approved.
- Tools with sharp edges shall be stored and handled so that they will not cause injury or damage.
- Tools shall not be left lying around where they may cause injury.
- All powered tools shall be examined prior to use to insure general serviceability and the presence of all applicable safety devices.
- All tools shall be kept in good repair and shall be disconnected from the power source while repairs or adjustments are being made.
- Pneumatic power tools shall be secured to the hose or whip by some positive means to prevent the tool from becoming accidentally disconnected.
- Powder activated tools will only be used by persons that have been trained and have a current certification to operate these tools.
- Proper safety precautions for laser tools will be followed at all times per current OSHA standards for the equipment being used.

Abrasive Grinding

- Grinders designed for a fixed location shall be anchored to the floor.
- Abrasive wheel safety guards shall be used on all grinders.
- Work rests on grinder shall be adjusted to 1/8” from the grinding wheel.

Compressed Air

- Compressed air shall not be used for cleaning purposes, except where reduced to less than 30 p.s.i. and then only with effective chip guarding and personal protective equipment.
- Compressed air shall not be used to blow dust or dirt from clothing.
- Before making adjustments or changing air tools, unless equipped with quick-change connectors, the air shall be shut off at the air supply valve ahead of the hose. The hose shall be bled at the tool before breaking the connection.

Confined Space

Wells Concrete employees shall not knowingly expose themselves or others to confined spaces without first obtaining the proper training.

“Confined Space” is defined as a special configuration that could result in any of the following:

- Atmospheric condition – a condition in which a dangerous air contamination, oxygen deficiency, or oxygen enrichment may exist or develop;
- Entry/exit access – a condition where the emergency removal of a suddenly disabled person is difficult due to the location or size of the access opening; or
- Engulfment condition – a condition where the risk of engulfment exists or could develop.

Compressed Gas Cylinders

- Care shall be exercised in handling all gas cylinders. They shall not be dropped or jarred.
- Gas cylinders shall not be lifted or hoisted using a sling or electric magnet, nor shall they be lifted or hoisted by the valve protection cap. A suitable cradle or other device shall be used.
- Gas cylinders, whether full or empty, shall be secured in an upright position at all times. Valve protection caps shall be kept in place except when in actual use. Transportation is okay in horizontal position, if secured.
- Gas cylinders shall be kept away from heat and from welding or cutting operations where sparks could reach them.
- Oxygen cylinders shall not be stored near highly combustible materials, especially oil and grease. They shall be separated in minimum distance of 20 feet or by a 5 foot high non-combustible barrier.
- Employees shall never tamper with the safety relief devices of cylinders.
- Due to the possibility of an explosion, oil or grease shall not be used for lubricating valves, gauge connections, or other parts of an oxygen system.
- A flame shall never be used to detect gas leaks.

Concrete

- Employees shall not work under concrete buckets while buckets are being positioned. Forms shall not be removed until it is determined that the concrete has gained sufficient strength.
- Grinding or cutting concrete creates crystalline silica and creates a variety of threats. All cutting and grinding should be done wet if at all possible and if not, Other means of dust control must be used along with PPE to remain compliant with the current OSHA regulations on silica dust.

Electrical Work

- Electrical cords missing ground plugs shall be cut from cord and cord turned into job supervisor. Cords without ground plugs are not to be used.
- Cords with the exterior jacket torn or damaged shall not be used.
- GFCI protection must be used at all times. Most temp power panels provided by the electrical contractor are GFCI protected. However if you are in doubt, or are using an existing power supply a GFCI pigtail shall be used between the worker and power supply.
- Electric cords shall be inspected frequently, replaced if necessary, and shall not be used to lower or lift the tool.
- Lamps for general lighting must be protected from breakage and metal shell sockets must be grounded. Protective cages on temporary lighting must be in place and serviceable.

Fire Protections

- All job sites will have immediate access to suitable firefighting equipment such as fire extinguishers or fire hoses.
- Employees shall have knowledge of the location of the nearest telephone and knowledge of the appropriate number, i.e., 911, to summon emergency assistance.
- At least one fire extinguisher rated 2A shall be available on each floor of a multi-level building.

Flammable and Combustible Liquids

- No more than 25 gallons of flammable or combustible liquid may be stored at a job site and must be stored in approved containers properly marked – such as fuel oil, gasoline, etc. Safety type containers only, no plastic containers for flammables are allowed on jobsites.
- Flammable liquids will be kept in closed containers when not in use.

Floor Openings/Roof

- All sides of floor and roof openings shall have standard railings, toe boards. Or a sturdy cover securely fastened over the opening. Elevated levels with open sides, such as mezzanines, elevator shafts, and stair wells, shall have approved temporary railings and toe boards until permanent walls, railings or doors are installed.

Crane & Rigging

- When working with a crane or hoist, one man is to direct the movement of the load. Standard hand signals will be used. The operator shall obey a stop signal given by anyone.
- Only those persons who are trained shall operate the hoisting equipment.
- No person shall be permitted to ride the hook or load of any hoisting equipment.
- Load limits, as specified by the manufacturer, shall not be exceeded under any circumstances.
- With every load, the slings and bindings shall be checked and adjusted as necessary to insure safety and stability.
- Wire rope and slings shall be inspected prior to use. If there are six randomly distributed broken wires in one lay or three broken wires in one strand in one lay, the equipment, the slight, or the line shall be taken out of service. If there is wear of one third of the original diameter, kinking, crushing, bird caging, or any other damage of the rope structure, the rope will be taken out of service.
- When working near “high voltage” lines, maintain a clearance of 15 feet from the lines.

STANDARD CRANE SIGNALS


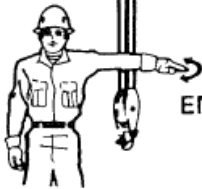







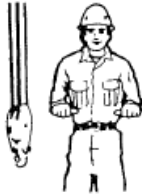
	TRAVEL		EMERGENCY STOP
TRAVEL (One Track)			TRAVEL (Both Tracks)
	SWING		STOP
	EXTEND BOOM (Telescoping Boom)		RETRACT BOOM (Telescoping Boom)
EXTEND BOOM (Telescoping Booms)			RETRACT BOOM (Telescoping Booms)

FIGURE A

STANDARD CRANE SIGNALS

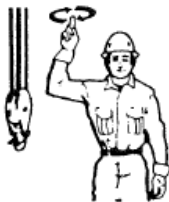
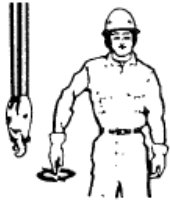
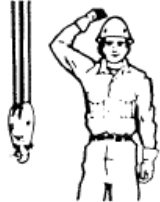
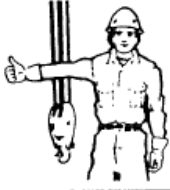
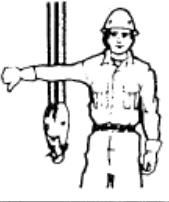


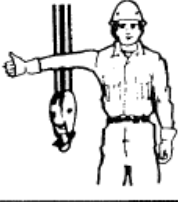


<p>HOIST</p> 	<p>LOWER</p> 
<p>USE MAIN HOIST</p> 	<p>RAISE BOOM</p> 
<p>LOWER BOOM</p> 	<p>USE WHIPLINE</p> 
<p>MOVE SLOWLY</p> 	<p>RAISE THE BOOM AND LOWER THE LOAD</p> 
<p>LOWER THE BOOM AND RAISE THE LOAD</p> 	<p>DOG EVERYTHING</p> 

FIGURE B

Ladders & Scaffold

- An employee shall not use a ladder that has broken, loose, or cracked rungs, side rails, or braces. Defective ladders shall be tagged, removed from service, repaired, or destroyed.
- When ascending or descending ladders, employee shall face the ladder and grip the sides or rungs.
- Only one employee shall work from a ladder (except hook ladders) at one time. If the work requires two employees, a second ladder shall be used.
- If a ladder is to be placed where the opening of a door may displace it, the door shall be locked or otherwise guarded.
- Only approved ladders shall be used. (Minimum rating Industrial Grad I ladders with a 250 lb. duty rating.)
- When transferring from a ladder to an elevated position, the ladder side rails shall extend at least 36 inches above the landing.
- All straight ladders shall be equipped with no-skid safety feet or other means to prevent slipping.
- Ladders shall be placed so the distance from the foot of the ladder to the base of the wall or other support is approximately one fourth the working length of the ladder.
- Ladders shall not be spliced together.
- A ladder shall never be placed against an unstable support.
- Ladders shall be placed on a substantial base.
- Ladders shall not be used as scaffold platforms.
- Ladders shall be tied off at the top.
- Employees whose duties require them to work in elevated positions shall, where practicable, wear approved safety belts.
- Employees shall not stand on the last step or top of a step ladder. (This rule does not apply to safety platform ladders.)
- Step ladder legs shall be fully spread and locked open when the ladder is in use.
- Step ladders will not be used as straight ladders.

- Scaffold, six feet in height or over shall be installed with guard rails, mid rails, and toe boards on all open sides and ends of platform. The guard rail shall be 2 x 4 inches or equivalent, approximately 42 inches high with a mid rail. Toe boards shall be a minimum of 4 inches. Supports shall be at intervals that do not exceed 8 feet. Scaffold will be no less than 20 inches wide.

Respiratory Protection

- When required, respiratory protection shall be provided by Wells Concrete.
- Respiratory protective devices shall be appropriate for the hazardous material involved.

Saws

- Radial saws shall have an upper guard which encloses the upper half of the blade.
- Radial saws used for ripping shall have non-kick back guards.
- All saws will be guarded to the applicable level.
- Never use a saw with the safety guard removed, out of place, or not in proper working order. Report defective equipment to your supervisor or the Safety Director.

Storage

- Storage of material shall not obstruct exits, fire extinguishers, or first aid kits.

Fall Protection Policy

The use of guardrails or personal fall arrest systems when working at the leading edge of a floor or roof deck creates a greater hazard to the employees doing the work. Wells Concrete will use the controlled access zone and safety monitor system as outlined in the OSHA Standard, Subpart M, Fall Protection for our fall protection policy.

Wells Concrete will follow OSHA's rules around Fall Protection. Methods used in fall protection include:

- Safety nets
- Personal fall arrest systems
- Controlled access zones
- Railings (per OSHA's guidelines)

Safety Action Reward Program

The purpose of the program is to award behaviors for creating safety action in all parts of our organization and to standardize our program throughout our organization. The program will be defined by the following parameters.

- All new points will be worth \$0.10 each.
- To be eligible for any points, you must fill out the Safety Action Program Form and submit to your local safety manager.
- You must be working for Wells Concrete for at least 90 days as a full time employee.

Actions that will make you eligible for 200 points per event are:

- Training on equipment (Examples include bobcat, scissor lift, front end loader, overhead indoor cranes, outdoor cranes, etc.)
- Valid safety suggestions (Suggestions must come with a problem and a solution. The Safety Coordinator will decide if these are "valid" or not and work through the solution with you.)

- Safety Committee Team Membership
- First Responder Team Membership
- Best Safety Practice Audit – “active participant”
- Near miss reporting (with a solution provided to avoid in the future)
- Extra housekeeping efforts that show you going above and beyond your normal job duties

You can use points for days off with pay (PTO supplement) – you must fill out a PTO form and indicate you want to use 2,000 safety points. You can use these any month of your choosing.

Points are accumulated on a quarterly basis. The points will be displayed or made available for you to see your balance by your local safety manager. The maximum number of points that can be earned per quarter will be 1,000 (or 4,000 per year).

If you are released from Wells Concrete, you will forfeit your safety dollars. You can use the money earned from this program in any way you wish. You must submit receipts for reimbursement; alcohol and tobacco products will not be reimbursed. These dollars are considered taxable and will be reimbursed through your paycheck.

Again, it is the responsibility of the employee to fill out the participation form to earn points. This program is revamped entirely to reward people who are actively participating in the safety program to reduce accidents and make the workplace safer. Eligibility will include all employees that are non-exempt. So if you are an hourly employee, you will be eligible.

100 Day Safety Incentive

If the Albany plant goes 100 days without a lost time accident, there will be a lunch provided for Wells Concrete employees. This will be tracked on the Safety Accident Calendar.

Fitness for Duty

If you are returning from a worker's compensation related injury, you must present a fitness for duty release. Depending on job duties, you may be able to return to work with light duty work restrictions. In this circumstance, Wells Concrete will work with you to accommodate your restrictions and get you back to work as quickly as possible.

If you are returning from a non-work related medical leave, you must present a fitness for duty release to us before returning to work at Wells Concrete.

You are required to notify Human Resources when taking prescribed medication that may affect your job performance, safety, or fitness for duty. You are not obligated to discuss medical information with any supervisor. However, the Human Resources Department may have to share significant information with your supervisor to the extent necessary in case of a medical emergency or to minimize the overall safety risk to you and others.

Personal Protective Equipment (PPE)

Hearing protection, hard hats, safety eyewear, and steel toe boots are required at Wells Concrete while in the production plant.

Various types of hearing protection are provided for your use. We also have a hearing conservation program for those employees exposed to high noise levels. If you work in an area with high noise exposure, your hearing will be tested on an annual basis to identify any problem.

Standard non-prescription safety glasses are available from you supervisor or Human Resources Department. If an employee needs prescription safety glasses, Wells Concrete will pay once per calendar year for 100% of the cost of safety glasses, up to \$150. A receipt must be provided in order to receive reimbursement.

We require all employees to wear steel or composite tipped shoes while on the production floor. Recognizing the constant possibility

of accidents causing injury to the feet, we encourage the purchase and use of safety shoes and will provide partial reimbursement for those employees who purchase safety shoes. Employees are eligible for one pair of shoes in one calendar year, unless working in the yard (in which case you will be eligible for two pairs – insulated and non-insulated). Employees will be reimbursed up to \$100 per calendar year for their safety toe boots with a valid receipt; yard employees can receive a total of \$200 per calendar year.

Appropriate gloves must be worn when working with chemicals, sharp objects and in other appropriate situations. These are provided at no cost to you.

Hard hats are required while in the production plant. This hat is provided to you at no cost. You must inspect your hat once per week to identify cracks or damage. If your hat is damaged, you must report that to a supervisor or safety leader to replace it immediately.

Personal Protective Equipment Reimbursement

Employees become eligible for reimbursement after 90 days from hire date for safety glasses and boot reimbursements. If you save your receipts and hand those in after your 90 days, you will be reimbursed. Your receipt can't be dated more than 30 days prior to your hire date. All other PPE will be provided to you on your first day, such as knee pads, non-prescription safety glasses, gloves, etc.

- ***Prescription Safety Glasses*** - Wells Concrete will reimburse a maximum reimbursement of \$150 per calendar year (this includes frames, lenses, tinting, and other additional upgrades). We will not put a limit on the number of pairs of glasses, but it is simply limited to \$150 a year. Side shields will be provided to you at no cost. If you choose to purchase them on your own, they will be reimbursed to you. You must provide a valid receipt and turn it into your Safety Coordinator. The exam is generally covered under your medical insurance, but if it is not for any reason, you may apply the exam cost towards the \$150

reimbursement. This expense is covered by Wells Concrete and not any type of insurance.

- **Safety Boots** - Wells concrete will reimburse up to \$100 per calendar year for protective footwear. This includes both steel and any type of composite toed boot. If you are an employee who works primarily outdoors (field and yard employees) you are allowed a maximum of \$200 per calendar year with the same guidelines above for protective footwear (insulated and non-insulated). If you work in a production capacity, your boot should measure 6” from the ground to the top of the heel of the boot. This is to attempt to reduce ankle rolls while working in production. You must provide a valid receipt and turn it into your Safety Coordinator. This expense is covered by Wells concrete and not any type of insurance. If you work in an office capacity you may wear a lower cut safety toe shoe versus a boot. Same Reimbursements apply as above, office staff are not required to wear safety shoes in office environments, however you must have safety toed shoes or boots while in production areas.
- **Other PPE** - Other PPE such as gloves, knee pads, glasses, arm protectors, and other items as management sees fit will be provided to you at no cost. There will be a large enough selection for you to choose comfortable gloves, hard hats, hearing protection, etc. If our selection doesn’t accommodate your safety needs, please visit with your Safety Coordinator on other PPE options as we can discuss partial reimbursement for items that exceed costs of “Standard PPE.” Some PPE items like knee pads, gloves, and glasses are evaluated on an annual basis and the company selects the item based on safety requirements, cost, and effectiveness.
- **Office Staff** - If you do not work in a production capacity, please get prior approval with your supervisor if you are eligible for shoe or glasses reimbursement, all other PPE is provided to you on an as-needed basis.

NOTE: All PPE purchased outside the company must be paid for by the employee and then will be reimbursed later with a valid receipt.

Stressing

Stressing of the strand is a very serious safety matter. Stressing of the strand takes place when the strand is placed in tension by the stressing jack. All employees will be fully trained on the process of stressing strand. Even if not involved with the stressing process, employees must be aware of what to do and where to be when depressing and detensioning. Flashing red lights will alert employees when stressing procedures are taking place. It is imperative that you pay close attention during this process as it is likely one of our most dangerous activities.

Fire Prevention

A fire in our facility could cost lives, jobs, and a business closure. Care should be used at all times when possible hazards may exist. Become thoroughly acquainted with the location of the firefighting equipment and exits in your work area in case of an emergency. Your supervisor will advise you of the proper evacuation route when emergencies occur. Location of fire equipment and exit signs are posted throughout the facility.

First Aid

We provide first aid supplies to treat minor injuries. They are located near the front office lunchroom, metal shop supervisor's office, and finish building lunchroom. Please familiarize yourself with the location of these supplies in case of an emergency. All injuries and illnesses must be immediately reported to your supervisor and Human Resources to make sure proper paperwork is completed. Please note that if you have a near miss, there are forms by the first aid locations to document your injury, your name is not required.

No Food or Beverages on Production Floor

For safety reasons there is no food or beverages allowed on the production floor. Any food or beverage items need to be stored or consumed in the lunchroom. The only exception to this rule is when the company provides Gatorade and at that time it can be on the production floor.

TO ALL EMPLOYEES:

Now that you have read “Wells Concrete Employee Handbook,” you have become better informed of what is required of you and your fellow workers to maintain a good safety program for your protection. You signature on the pledge below indicates you will do your part in the interest of safety. It is necessary that all employees sign this pledge in order to assure you and your fellow workers that no one’s safety will be jeopardized.

PLEDGE

I have read “Wells Concrete Plant Manual” and I am thoroughly familiar with all general hazards and safety rules as outlined in the handbook. I realize my safety and the safety of other workers depends on my complying with the safety rules outlined in this handbook.

I promise to cooperate with my supervisors and fellow employees to achieve an excellent safety program.

DATE

EMPLOYEE NAME (PRINT)

EMPLOYEE SIGNATURE

Housekeeping

Housekeeping is a major factor in reducing near misses and the risk of a serious injury occurring. Our customers, vendors, and visitors are more impressed with a clean, well-kept facility. Housekeeping is a responsibility that you share with your fellow team members. You are required to keep your work area clean and presentable to visitors and team members. Slips, trips, and falls are one of the leading factors in work-related injuries. These injuries are preventable if each employee practices housekeeping on a daily basis. Neatness and consideration for your fellow team members can go a long way in keeping our plant a safe and fund place to work. We are a company that is focused on lean manufacturing as well, which ties in closely with housekeeping. Please ask your lead person or supervisor what your personal responsibilities are to this program when you begin work on the floor.

Right to Know Hazard Communication Program

The Safety Coordinator will arrange annual training to employees to ensure their familiarization and understanding of Material Safety Data Sheets (MSDS), as well as Safety Data Sheets (SDS), part of the new Globally Harmonized System (GHS) of Classification and Labeling of Chemicals.

The following pages are intended to provide Wells Concrete employees with information necessary to understand safe work practices for handling hazardous materials.

The Material Safety Data Sheets and the new Safety Data Sheets are the primary communication process between manufacturers and Wells Concrete employees. A (Material) Safety Data Sheet contains important information to provide specific procedures for handling materials and chemicals safely.

All employees shall refer to (Material) Safety Data Sheets before handling products they are unfamiliar with or if they are using a product for the first time. (Material) Safety Data Sheets shall be used to answer questions concerning health hazards, material combustibility, exposure levels, flammability or reactivity. Employees can determine proper protective equipment to use and how to clean up a spill or leak by reading the Material Safety Data Sheets.

(Material) Safety Data Sheets will be provided for all products purchased by Wells Concrete for employee use while performing on-the-job tasks.

The Safety Coordinator will provide annual training to employees to ensure their familiarization and understanding of (Material) Safety Data Sheets. The specific objectives of our training program will be to define (Material) Safety Data Sheets and describe the products' purpose and use. The Safety Coordinator will develop additional written information and training on specific hazardous

materials in work areas to encourage employees to be aware of and use safe procedures for handling hazardous materials.

Purpose

The purpose of this manual is to institute a policy for working with hazardous substances and harmful physical agents at Wells Concrete. This manual has established requirements, recommendations and procedures for storage and use of hazardous substances and harmful physical agents. Specific topics covered are labeling, training, how to use Material Safety Data Sheets, and warning labels.

Right-to-Know Training Manual

The best way to protect your health and safety is to know about each one of the chemicals you work with. Read the (Material) Safety Data Sheet before you use a particular product.

Warning labels list the chemical name, hazardous ingredients, hazard warnings, and the chemical manufacturer's name and address. Each (Material) Safety Data Sheet gives you more detailed health and safety information, precautions for handling, and emergency first aid procedures. The (Material) Safety Data Sheet for hazardous chemicals you are handling is available in your work area. Wells Concrete has a written program outlining the steps taken to communicate with employees about hazardous chemicals. The program includes a current inventory of hazardous chemicals, as well as the following:

- Wells Concrete will ensure that Material Safety Data Sheets are received prior to or with new materials purchased. The Safety Coordinator will keep revisions to Material Safety Data Sheets current as well as supplements to MSDS volumes in various locations.
- Training on how to use Material Safety Data Sheets and Safety Data Sheets provides the following summation of the sections listed on each MSDS and SDS used by manufacturers.

Material Safety Data Sheets – 9 Sections

1. Chemical Identification: This section lists the name of the chemical, any trade name, and the chemical manufacturer's name and address. This section may also list an emergency telephone number.
2. Hazardous Ingredients: This section lists ingredients of a particular chemical that can harm you. It also lists the concentration of the chemical which you can safely be exposed, often listed as the permissible exposure limit (PEL) or threshold limit value (TLV). The harmless exposure limits are usually determined for average exposures over a typical work shift.
3. Physical Data: This section describes the physical characteristics of the chemicals, such as the appearance, odor, and other characteristics. The percentage of volatility is, for instance, how much of the chemical will evaporate at room temperature.
4. Fire and Explosion Data: This section defines at what temperature the chemical ignites, called the flash point. If a chemical is flammable, it ignites below 100 degrees Fahrenheit. If it is combustible, it ignites at 100 degrees Fahrenheit or above. Section four also lists extinguishing media should an ignition happen.
5. Overexposure: This section lists specific health hazards related to overexposure, such as skin rash, burns, headaches, or dizziness. It will also list first aid or emergency procedures in case of an overexposure. This section may also include any medical conditions that can be aggravated by exposure to the chemical.
6. Reactivity Data: This section describes chemical reactions with material or conditions. Incompatibility lists materials such as water or other chemicals that cause the chemical to burn, explode, or release dangerous gases. Instability lists the environmental conditions, such as heat or direct sunlight, which cause dangerous reactions.

7. Accidental Release Measures: This section covers what to do if there is an accidental spill or leak. Always notify your supervisor of any chemical spill or leak immediately. Before cleaning up a chemical spill, you must wear protective equipment such as respiratory protection, gloves, safety goggles, or protective clothing. This section will probably include instructions on how to dispose of the chemical safely.
8. Personal Protective Equipment: This section lists any PPE, such as gloves, respiratory protection, or eye protection necessary to work safely with the chemical. This section will also list specific types of personal protection.
9. Other Special Precautions: This section lists any other precautions to follow when handling the chemical, including material necessary to have at the location in case of a spill or fire. This section will also specify any special signs to post near the chemical. In addition, this section will list any other safety and health information not covered in other parts of the MSDS.

Safety Data Sheets – 16 Sections

1. Identification: See MSDS 1. Chemical Identification
2. Hazards Identification: This section lists any hazards to both humans and the environment, such as skin corrosion, specific target organ toxicity, or hazardous to the aquatic environment.
3. Composition/Information on Ingredients: See MSDS 2. Hazardous Ingredients
4. First Aid Measures: This section covers procedures to follow if the chemical comes into contact with an employee and first aid must be administered. For example, this section might cover first aid for eye contact or skin contact.
5. Fire-Fighting Measures: See MSDS 4. Fire and Explosion Data
6. Accidental Release Measures: See MSDS 7. Accidental Release Measures

7. Handling and Storage: This section describes precautions for safe handling of the chemical as well as conditions for safe storage.
 8. Exposure Controls/Personal Protection: See MSDS 8. Personal Protective Equipment
 9. Physical and Chemical Properties: See MSDS 3. Physical Data
 10. Stability and Reactivity: See MSDS 6. Reactivity Data
 11. Toxicological Information: See MSDS 5. Overexposure
 12. Ecological Information: This section lists specific hazards to the environment, such as toxicity, persistence, and degradability in specific habitats.
 13. Disposal Considerations: This section describes the proper way to handle hazardous waste determinations. This section will cover whether or not the chemical is considered 'hazardous waste.'
 14. Transport Information: This section lists how the chemical is to be safely transported, whether or not they are regulated, and how it must be marked for transport.
 15. Regulatory Information: This section lists regulatory information for the chemical, such as reporting requirements, health and environmental standards, and international hazard classification.
 16. Other Information: See MSDS 9. Other Special Precautions
- Warning labels provide basic informational warnings and precautions. When further information is desired or necessary, consult the MSDS. Many chemicals currently in your work area may not have been there several months ago or may be slightly different. Always check the warning label before handling any chemical or product to avoid an accident as a result of improper assumptions or lack of understanding proper handling procedures. The basic warning label on a container will include the chemical manufacturer. It also lists specific hazard warnings, such as to keep the chemical away from direct sunlight or to avoid skin contact. The warning label may explain emergency first aid procedures if you contact the chemical with

unprotected skin or splash into eyes. The label should provide information on what type of fire extinguisher to use. Remember that using the improper extinguishing agent could spread a fire rather than eliminate it.

Contact your supervisor before handling any container not having a warning label. Do not handle any chemical until you know what is and what the proper procedures for handling it are. Improper work practices with hazardous chemicals can obviously result in permanent injury or fatality.

Should a spill occur, the warning label should provide a section on what to do. Remember, for any spill, contact your supervisor right away and extinguish any source of flame immediately. You may need to wear personal protective clothing and equipment to clean up a spill. Evacuate the area until proper personal protective equipment and clean up equipment is available to clean up the spill.

Handling and storage procedures on the warning label may list the personal protective equipment, such as gloves, safety goggles, glasses, or respirator, needed to handle the chemical safely. The chemical may also need to be stored outside or away from other chemicals.

Handle empty chemical containers as if they were full and do not reuse them for any other chemical storage or waste. Empty containers can be hazardous because they often hold residues that can explode or burn. Follow the label and dispose of empty containers properly. A torn or damaged label should be replaced. Remember that the only way you or another employee can handle a chemical safely is if you know what it is.

If it is necessary to transfer a hazardous chemical from its original container to a different one, be sure you label the

transfer container. This will provide information as to the container's contents to other employees.

Wells Concrete Hazard Communication Program has been designed to help you maintain your health and safety. The program can only work with your help and cooperation. Wells Concrete provides Material Safety Data Sheets and Safety Data Sheets, warning labels, and teaches you how to use them so you will know how to handle chemicals safely. You can increase your understanding in safety by reading the (Material) Safety Data Sheet and warning label for each hazardous chemical and substance you work with. In working together, we can help keep Wells Concrete a safe workplace.

Whenever possible, the use of hazardous substances or harmful physical agents shall not be used. Strict control of safe work practices, knowledge, and awareness of the danger involved in using hazardous substances and harmful physical agents, which feasibly cannot be eliminated, are necessary for safety and health of Wells Concrete employees.










What is GHS?

GHS is a new global classification system for chemicals. It will be used to communicate hazards on product labels and safety data sheets (SDS, formerly known in some countries/regions as the material safety data sheet [MSDS]). It has been developed through the United Nations, and will apply to products used in many countries and industries. In implementing this new system, the hazard classification of some Ecolab products will change.

Hazard Communication Standard Pictogram

As of June 1, 2015, the Hazard Communication Standard (HCS) will require pictograms on labels to alert users of the chemical hazards to which they may be exposed. Each pictogram consists of a symbol on a white background framed within a red border and represents a distinct hazard(s). The pictogram on the label is determined by the chemical hazard classification.

HCS PICTOGRAMS & HAZARDS

<p>Health Hazard</p>  <ul style="list-style-type: none"> • Carcinogen • Mutagenicity • Reproductive Toxicity • Respiratory Sensitizer • Target Organ Toxicity • Aspiration Toxicity 	<p>Flame</p>  <ul style="list-style-type: none"> • Flammables • Pyrophorics • Self-Heating • Emits Flammable Gas • Self-Reactives • Organic Peroxides 	<p>Exclamation Mark</p>  <ul style="list-style-type: none"> • Irritant (skin and eye) • Skin Sensitizer • Acute Toxicity (harmful) • Narcotic Effects • Respiratory Tract Irritant • Hazardous to Ozone Layer (Non Mandatory)
<p>Gas Cylinder</p>  <ul style="list-style-type: none"> • Gases under pressure 	<p>Corrosion</p>  <ul style="list-style-type: none"> • Skin Corrosion/ burns • Eye Damage • Corrosive to Metals 	<p>Exploding Bomb</p>  <ul style="list-style-type: none"> • Explosives • Self-Reactives • Organic Peroxides
<p>Flame over Circle</p>  <ul style="list-style-type: none"> • Oxidizers 	<p>Environment (Non-mandatory)</p>  <ul style="list-style-type: none"> • Aquatic Toxicity 	<p>Skull & Crossbones</p>  <ul style="list-style-type: none"> • Acute Toxicity (fatal or toxic)

Site Specific Safety Rules

- All employees, including management must be courteous to one another at all times. Cooperation between departments is absolutely essential.
- Employees should pay close attention while performing work, as this is the cause of many injuries. **Keep your eyes on your work and your fingers on your hand.**
- Employees shall report to the office immediately after sustaining injury, even though the injury is slight, as failure to do this may result in infection. Workers should not remove foreign bodies from their own eyes, but report immediately for first aid.
- Employees must comply with warning signs applicable to safety or health.
- Workplace violence is prohibited. This list includes, but is not limited to, scuffling, pushing, punching, shoving, tripping, running, unnecessary yelling, or throwing of any object.
- Whenever employees see a nail protruding upward, they shall either bend the nail down or remove the nail from the board. When opening kegs or other containers, it is necessary to remove nails, staples, or steel chips to provide a clean smooth opening.
- Employees should not rest or lean against railings guarding equipment or machinery.
- Employees driving automobiles of any kind on the premises of the Company must never exceed a rate of **15 MILES PER HOUR**. When approaching corners or curves, extra caution must be observed. Failure to comply with this rule or reckless, careless driving will result in disciplinary action.
- Employees should never play with compressed air. Never turn compressed air on anyone or yourself. It may enter the

body and cause serious injury or death. Even though it does not enter the body, the sudden cooling caused by the air coming in contact with the body may result in a fatality.

- Employees engaged in grinding, chipping, or handling hot metal of any kind, or other work where there is danger of chips or splashes entering the eyes must wear goggles or face shields. Failure to do so will result in disciplinary action. Screens must be used to protect others from flying chips, electric arc exposure in the welding shop, etc.
- All employees not authorized by their supervisors are forbidden to work on any electrical apparatus because of the danger of injury and the fire hazard. All employees whose duties do not require them to do so are warned against touching wire of any kind, as it may result in death. Before doing any work where there is danger of coming in contact with any electrical wires, notify your supervisor who will send an experienced person to do the work, or give advice concerning the work.
- Employees are advised of the danger from the arc in electrical welding, as a short exposure of the eyes to the arc may cause damage to the eyes.
- Employees are forbidden to go into the acid room or steam generator room unless their duties require them to be there.
- Garbage cans are provided and must be used accordingly.
- Employees shall not spit on the floors, as this is a menace to health. All bodily fluids must be considered potentially dangerous because of blood borne pathogens. This includes spitting of sunflower seeds.
- All employees should familiarize themselves with the location of fire extinguishers in their departments.
- The supervisor must be notified immediately of any condition that constitutes a fire hazard or that would interfere with firefighting.

- Oily waste, rags, overalls, etc., must not be wrapped into a tight wad and thrown into a corner, locker, or equipment as spontaneous combustion may occur from these materials.
- Employees must be alert for kinks and twists in chains, cables, slings, and other load lifting devices. When these conditions occur, the load shall immediately be lowered and the condition corrected.
- All employees are forbidden to remove or disturb any covering or guard, except for the purpose of oiling, inspecting, or repairing machinery, and if removed, must be replaced and securely fastened as soon as work has been completed.
- All employees, including operators, are to keep out from under overhead loads or material being carried or suspended by electric cranes, truck cranes, travel lifts, or other overhead conveyance. (No rubbing, patching, or other work will be allowed under suspended loads.)
- In using overhead cranes, employees are forbidden to make a hoist before the load is secured adequately and properly balanced.
- Appropriate clothing shall be worn at all times. Employees working around machinery shall avoid wearing ragged sleeves, loose coats, ties, or loose trousers, as they may get caught in machinery. For additional information, please review the Corporate Handbook's dress code.
- Employees must follow lock-out/tag-out procedures whenever there is a potential for release of energy that could cause injury to another employee.
- Employees are forbidden to set in motion any machinery without first assuring themselves by personal investigation that there are no employees in a position to be injured.
- Employees are positively forbidden to grease or oil machinery while machine is in operation.

- If cranes or machinery need repair, contact your team lead or supervisor.
- All employees, while actively engaged in Company work, must wear the required PPE, such as hard hats, safety shoes, safety glasses, hearing protection, respirators, fall protection harnesses and other applicable PPE when required by the Company and its written safety program.
- Aisles must be kept free of obstruction at all times.
- Employees should never use a defective ladder and should tie or otherwise secure ladders at the top. Ladders should extend at least three feet above the point it is intended to reach.
- All production employees, when working in the plant, shall wear shoes that are at least six inches high and with steel/composite toe protection. Low quarter shoes are not acceptable unless you are only occasionally walking through production, but not working in production.
- If unfamiliar with the proper operation of any machine or equipment, ask your team leader or safety manager. Only trained and authorized employees will be allowed to operate equipment such as forklifts, aerial manlifts, overhead cranes, travel lifts, front end loaders, bobcats, etc.
- Unsafe equipment conditions or practices shall be promptly reported to the team leader or supervisor.
- Wheel chocks shall be properly placed at wheels of trucks and craned whenever the vehicle is stopped or parked on an incline. This cannot be over-emphasized on equipment with air operated brake systems.
- Approved respiratory equipment must be used where the hazards of exposure require the use of such PPE.
- Any unsafe acts or horseplay on industrial trucks are strictly forbidden and be ridden by the operator only.

- Pressure tanks, boilers, or other pressure vessels must never be operated at pressures in excess of the approved working pressure, or without proper safety or relief valves.
- No tanks or containers that have been used for handling flammables, liquids, toxic substances, or explosives may have work performed on them without specific instructions from the team leader.
- Care should be used at all times against creating fire hazards.
- Employees must not place or leave materials, tools, or other equipment in such a position that they would in any way be an obstruction to fire extinguishers, fire hose racks, fire buckets, fire valves, valve houses, fire doors, or electric switch boxes.
- Flashing red lights are to be placed on forms during tensioning of cable, and a long blast of the horn given to signal that the area around the form is to be cleared of all personnel. No one shall be allowed in aisles adjacent to the form being tensioned or on a form adjacent to the form being tensioned. Areas in line with both ends of the form shall be cleared of employees for a minimum of 30 feet. Only those involved with the direct operation of tensioning will be allowed in the jacking cage or behind it. When the tensioning operation is complete, several short blasts of the horn are given and the red flashing light is turned off to signal that work may resume in the area.
- **Always work safely. Don't take chances. Your own safety and the safety of others depend on your carefulness.**

While Employed at Wells Concrete

Hours of Operation

The hours you work each week are based on production requirements and are posted prior to the start of each work week. It is your responsibility to check the schedule for your hours and notify your supervisor if you have any conflicts with your schedule.

Hourly workers will receive overtime pay once 40 hours of work is exceeded in the work week. Overtime pay is 1.5 times your normal hourly pay. All overtime work should be approved by a supervisor prior to working. Salary-Exempt employees do not get paid for overtime or holiday work. Your supervisor will set your schedule based on Wells Concrete commitments and current work load.

Break

Wells Concrete will provide sufficient time to eat a meal if the employee works eight or more consecutive hours and adequate time to use the restroom after each 4 consecutive hours worked. Break times may vary depending upon the job requirements and production schedule. Employees should observe the time limits set for breaks to be fair to fellow employees. Employees who return late from breaks are subject to disciplinary action, up to and including termination.

Time Clock

Hourly workers must record work hours by punching in and out on the time clock. Employees may not punch in more than 5 minutes prior to the start of a shift. All overtime must be pre-approved. Failure to comply with this policy will result in disciplinary action, up to and including termination of employment.

Attendance Policy

Punctuality and regular attendance are essential to providing exceptional customer service to Wells Concrete customers. When someone fails to report regularly and on time, hardships are imposed on other employees. This attendance policy for Wells

Concrete employees is established in consideration of our conscientious, hard-working employees. It is intended to encourage the correction of attendance problems and provide consistency in managing the problems of absenteeism.

Unexcused Absences (Full Day), Late to Work, and Leaving Early

An Unexcused Absence is defined as missing work without approval from management. An employee may have an Excused Absence with an approved emergency absence excuse form or one of the exclusions listed at the end of this policy. An Unexcused Tardy is defined as punching in after your scheduled start time. An Unexcused Leaving Early is leaving prior to the end of your shift without prior approval from management.

Calling the Attendance Line

Calling the attendance line to let management know that you are going to be late or absent does not excuse the absence. Employees must call in using the Attendance Line before 9am.

Preapproval for Tardy and Leaving Early

Preapproval is defined as notifying a supervisor more than 24 hours in advance for permission to be late or leave early. Supervisors will use work load and current staffing to decide whether the time off will be approved. The more notice given the better chance of supervisors giving approval. If you are preapproved to be late or leave early, you will not receive an unexcused absence. Approvals can only come from a member of management

Violations

Violations of the attendance policy, even on a first offense, may result in disciplinary action, up to and including termination of employment. On April 1st of each year, an employee's attendance record will start over.

Additional Information

If an employee misses two consecutive shifts, (No Call, No Shows – defined as not notifying your supervisor for two days), you will

be voluntarily terminating your employment with Wells Concrete. An employee who walks out without prior approval or notifying management will be voluntarily terminating their employment.

You can use PTO in blocks of one hour increments. The amount of PTO time to be used will be determined by when you arrive at work. The use of PTO time does not qualify the absence as being excused. Notifying a co-worker is not considered proper notification; you must notify your supervisor.

In order to receive holiday pay, an employee cannot have an absence on the day prior to or after a given holiday. If an employee violates the attendance policy they will not receive their holiday pay.

Exclusions to the Attendance Policy

- Scheduled PTO
- Holidays
- Jury Duty
- Bereavement Leave
- Military Leave
- Family and Medical Leave Act
- Work Related Injury Absences
- Subpoena Related Absences
- Weather Emergencies as determined by management
- Emergency Absence Excuse Form

If you have any questions regarding this attendance policy, please see your supervisor or the Human Resources Department

Lockers

Lockers are available in the production locker room in which to store personal items needed while at work. If you use a locker, you are responsible for keeping the locker clean. Check with the Human Resources Department for available lockers. Lockers are the property of Wells Concrete and can be searched at any time without your permission. Wells Concrete is not responsible for lost, missing, or damaged property that is stored in your work locker. Employees can use locks to secure property stored in their lockers, if desired.

Uniforms

Uniform rental from AmeriPride may be available to employees who work in production areas of the plant where personal clothing may be damaged. The cost for this service is paid by the employee.

Discipline Policy

Employment with Wells Concrete is at-will. This means Wells Concrete may terminate your employment at any time for any reason, and with or without notice to you. Disciplinary action may be taken by management in cases of violation of the policies stated in this Site Specific Safety and Plant Policy Manual or for any instance where conduct is deemed inappropriate by management. Depending on the circumstances, discipline may take any or all of the following forms, even on a first infraction: verbal warning, written warning, final written warning, suspension with or without pay, or termination of employment. If you have any questions regarding the discipline policy, contact your supervisor or Human Resources. Good common sense and judgment on your part should make disciplinary action unnecessary.

The safety of every employee and the general public must not be compromised. Safety is not viewed as an option; it is a condition of employment. It is our obligation to do everything we can to send each and every employee home from a day's work in the same condition as they arrived.

Review your Wells Concrete Corporate Handbook and Code of Business Ethics for more guidance on conduct and discipline rules.

Our efforts are to provide a safe workplace for all our employees. We need your help, participation, and your input to achieve this goal.

Conclusion

If You Must Leave Wells Concrete

If you decide to leave Wells Concrete, we ask that you notify your supervisor and the Human Resources Department at least two weeks in advance. This advance notice will give us the opportunity to begin arrangements for your replacement and adjust work schedules.

When your service ends, all Company property must be returned upon your last day of employment. Unless other arrangements are made, your final paycheck will be available in accordance with applicable Minnesota state law.

If you are planning on retiring, please give Wells concrete as much notice as possible. Please provide your notice in writing. The age at which you retire will affect your social security benefits and the Wells Concrete profit sharing plan. If you have any questions regarding your retirement, please contact you Human Resources Department before leaving.

We also would like the opportunity to discuss your experience at Wells Concrete and look for guidance to improve out processes and overall employment experience for our employees. If you leave the Company, you should notify the Company of a change in address in order to avoid delays in receiving any tax or benefit information.

In Conclusion

Information and support are always available. Any member of management is here to help you in any way they can. If you have any questions concerning your work or any other job issue, please do not hesitate to ask a member of management. They will assist you with any work related problems.

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