

Union Plant Policy Manual



Safety, it's your personal responsibility.

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SAFETY ACCOUNTABILITY FORM

Wells Concrete recognizes the physical and mental anguish that accidents can cause employees, their family and their friends. The company further recognizes the financial loss suffered by both the employee and Wells Concrete.

The Company has established this safety policy in order that it might accomplish the following objectives.

1. To protect and preserve our human resources, our employees and our company assets.
2. To meet not only the minimum requirements of the law and its standards, but also to abide by the spirit of the law by providing a safe and healthful workplace which is free of recognized hazards that may not be the subject of legal standards.
3. To provide operational management with guidelines for the implementation of a sound safety program that encourages proactive measures, not reactive.

All employees have a primary responsibility for the safety and well being of themselves and all other employees. This responsibility can be met only by working continuously to promote safe work practices among all employees and to maintain property and equipment in safe working condition.

We are known and recognized for our quality products and services, so should we be known for our safety performance. No job must become so routine and so urgent that safety precautions are not observed. The motto "Safety, Quality, Production" must remain uppermost in the minds of all employees of Wells Concrete, as those are the three key items to a successful and fun workplace.

SAFETY INSTRUCTIONS FOR EMPLOYEES

These instructions and rules apply to and govern all departments of Wells Concrete. These Rules shall be applied with reasonable judgment and common sense.

All employees must be conversant with all safety rules applicable to the work under their control. Supervisors are responsible for seeing that safety rules are complied with.

Printed or written regulations will be posted in various parts of the plant and all employees should read these notices.

These safety rules are not to be regarded as a contract between employee and employer, but rather to serve as a guide for safe working practices for the employee and as a yardstick to measure safe working actions for the employer.

GENERAL SAFETY

1. Heads of departments and employees must be courteous to one another at all times. Cooperation between departments is absolutely essential.
2. Employees are warned not to look around or engage in conversation while performing work, as this is the cause of many injuries. “KEEP YOUR EYES ON YOU WORK AND YOUR FINGERS ON YOUR HAND.”
3. Employees shall comply with warning signs applicable to safety and health.
4. Fighting or physical horseplay is prohibited. This includes, but is not limited to, pushing, punching, scuffling, goosing, shoving, tripping, running, and unnecessary yelling, as well as lighting firecrackers or the throwing of any object.
5. Employees driving motorcycles or automobiles of any kind on the Company premises must never exceed a rate of TEN MILES PER HOUR.
6. 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.
7. Always work safely; DON'T take chances. Your own safety and the safety of others depend on your carefulness.
8. Employees must never play with compressed air. Never turn compressed air on anyone or even on yourself. It may enter the body and cause serious injury or death.

PERSONAL PROTECTION EQUIPMENT

1. All employees, while actively engaged in Company work, must wear safety glasses with side shields. Employees engaged in grinding, chipping, handling hot metal of any kind, or other work where there is danger of chips or

splashes entering the eyes must wear goggles or a face shield.

2. All employees, while actively engaged in Company work, shall wear high top shoes, at least 6" in height and with steel or composite toe protection (low quarter shoes are not acceptable).
3. Hard hats must be worn at all times on the jobsite or on the plant property.
4. All employees shall wear approved hearing protection at all times while in production.
5. Respiratory equipment should be worn in areas where harmful accumulation of dust, fumes, mists, vapors, or toxic or flammable gasses exist.
 - a. Employees will request cartridges and filters for the respirator they are using.
 - b. Storage is important; keep your respirator in a clean and dry place.
6. Appropriate clothing shall be worn at all times. Employees shall avoid wearing ragged sleeves, loose coats, or loose pants, as they may get caught in the machinery.

P.P.E. FOR ACID WASHING WITH PORTABLE PRESSURE WASHER, FOR FILLING AND EMPTYING THE ACID TANK ON PORTABLE PRESSURE WASHER

Employees shall wear:

1. Rain suit consisting of pants and jacket, as well as boots.
2. Full facemask with respirator containing the proper acid cartridges.
3. Elbow length rubber gloves.
4. 100% of skin must be covered.

ACID WASHING WORK IN BUILDING #4

Employees shall wear:

1. Rain suit with hood, or the equivalent, with rubber boots.
2. A full face respirator as acid washing is being completed.
3. Elbow length rubber gloves.
4. 100% of skin must be covered.

It is also recommended that the bulk acid barrels be rinsed out and that personnel shall be required to wear the same personal protective equipment as when filling and emptying the acid tank.

FIRST AID AND REPORTING INJURIES

Employees shall report to the Safety Office immediately after sustaining an injury, even though the injury may be slight. (All injuries are to be recorded in the Injury Log Book per OSHA Guidelines.)

1. Notify a supervisor before leaving the job on account of illness or injury.
2. Do not attempt to remove particles from or rub the eye, or the eyes of others. Report to the office immediately.
3. Report to the Safety Office before seeking the service of a doctor or hospital for work related injuries. Medical treatment acquired without the approval of the Safety Department may not be accepted by the company.
4. A medical release or return to work form must be obtained from the attending physician and returned to the Safety Office before an employee will be allowed to return to work.
5. Any employee having knowledge of, or being witness to an accident, shall, if requested, give full and truthful testimony.

GOOD HOUSEKEEPING

1. Aisles must be kept free of obstructions at all times. Housekeeping is each person's responsibility.
2. Whenever employees see a nail protruding upward, they shall either bend the nail down or remove the nail from the board. When opening containers, it is necessary to remove nails, staples, or steel clips to provide a clean smooth opening.
3. Oily waste, rags, overall, etc. must not be wrapped into a tight wad and thrown into a corner, lockers, or equipment as spontaneous combustion may occur from these materials.
4. Return all tools and other equipment to their proper places after use.
5. Wipe up spilled oil, grease, paint, or any liquid properly. These spilled materials on any surface may cause you to slip and fall. Any more than 5 gallons of spill must be reported to the Safety Department before cleanup.
6. Lockers shall be kept clean and free of refuse and unsanitary articles.
7. Employees shall not spit on the floors or workshops, as this is a risk of bloodborne diseases.
8. Help keep toilets, washrooms, drinking fountains and lunchroom areas clean and sanitary. They are for your convenience and comfort.
9. Garbage cans are provided and must be used for disposal of scraps of lunch, waste materials, etc. Never throw blades of any kind into a waste basket without first taping off or covering the blade.
10. Never throw needles in garbage cans. Proper devices are provided for needles used for personal medical situations.

SAFE LIFTING, CARRYING, & MOVING OF MATERIALS

1. Size up the load – Get help if you need it!
2. Get close to the object, with one foot alongside the object and one foot behind it. Get a firm grip on the object, with your palms, not your fingers.
3. Keep your back straight – not necessarily vertical, just straight.
4. Draw the object close to you, with weight centered over your feet.
5. Lift by straightening your legs, avoiding quick, jerky motions.
6. To avoid twisting with a load, shift your feet instead.
7. When lifting above waist height, set the object down on a table or bench, shift your grip, and then lift again.
8. Use two people if you need to. Agree in advance how a load will be moved.
9. Be sure you can see where you're going; don't let the object obstruct your vision.
10. Check the floors or stairs over which you will be traveling. Be sure the surface is clean and in good condition.
11. Carry long objects on your shoulder with the front end high.
12. Avoid sudden twists. Carry objects to their proper place rather than twisting your body.
13. Push whenever possible instead of pulling.
14. Be sure you can see over or around the object.
15. Push or pull at waist height – avoid bending.
16. Avoid steep ramps whenever possible. On all ramps, back the load down to keep it from getting away from you.

FIRE PROTECTION

1. Care should be used at all times against creating a fire hazard.
2. Treat all solvents as flammable. Keep them in approved safety cans.
3. Employees must not place or leave material, tools, or other equipment in such a position that they would be in any way an obstruction to fire extinguishers, fire hose racks, fire buckets, fire valves, valve houses, fire doors, or electric switch boxes.
4. The supervisor must be notified at once of any condition that constitutes a fire hazard or that would interfere with fire fighting.
5. Become thoroughly acquainted with the location and operation of all firefighting equipment and fire exits in the vicinity of your work. After using an extinguisher, report it to your Supervisor immediately so that the extinguisher can be recharged.
6. Employees shall comply with warning signs.
7. Promptly report leaks in oxygen and acetylene hoses, hose fittings, pressure-reducing regulating valves and torches.
8. Keep oxygen – acetylene hoses out of the path of others.

WELDING AND CUTTING

1. Only fully trained employees are allowed to do any electrical or acetylene welding or burning.
2. Personal protective equipment worn by all welders should include:
 - a. Welding hoods with approved UV filter plates and cover plates.
 - b. Safety glasses under the welding hood.

- c. Flameproof gauntlet gloves and shirts with long sleeves.
3. Employees are warned of the danger from the arc in electrical welding, as a short exposure of the eyes to the arc may cause total blindness.
4. Do not leave electrode holders and cables lying around on the floor. When finished welding, wind up the cable on the machine.
5. Do not burn or weld so that hot sparks, hot metal, or severed sections will fall on cylinders, hoses, machinery, legs, feet, flammable materials, strands of any kind, or where they may strike personnel.

STRESSING, BED END PROTECTION, HARPING, DEJACKING, AND DETENSIONING

1. Stressing:

- a. Strand should be inspected as it is placed in the bed to detect defects that could cause failure, such as: nicks, kinks, broke wires, and excessive corrosion.
- b. Welding or cutting will not be allowed in any stressing bed where strand has been strung or tensioned, or in any other location where strand is stored. If an electric arc jumps to or from the strand, the molecular structure of the strand is altered and a loss of strength occurs. Heat from molten metal or torch cutting will also change the mechanical properties of steel wire strand.
- c. Strand vises used to secure strand at the anchor abutments will be placed away from a burned end to avoid the area of altered strand strength. This distance

should be at least 12 diameters of the strand or 6 inches, whichever is greater.

- d. Strand previously gripped by vises, and therefore nicked, must not be reused. Strand vises should be cleaned and inspected between each use and lubricated as necessary. Grips that become visibly worn or distorted, or allow excessive slippage should be discarded. Vises should not be struck with any metal object at anytime to remove from strand. Return vise on strand to Batch Plant for removal.
- e. Check that the strand in the form are not crossed or tangled before tensioning.
- f. Flashing red lights are to be placed on the form during the tensioning operation and a long blast of the buzzer given, signaling that the area around the form is to be cleared of all personnel. No one shall be allowed in the 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 personnel for a minimum of 30 feet from the end of the form. Only those involved with the direct operation of tensioning will be allowed in the jacking cage or behind it. A screen shall be placed on the live end of the form during tensioning.
- g. Always be aware of fingers and hands around vises when engaging and disengaging the hydraulic ram on the strand. Try to keep clear of these pinch points. The ram shall hang level and seat securely against the vise. The strand being tensioned shall have strand projecting past the end of the pulling vise, but not projecting out of the block of the ram.

- h. When the tensioning operation is complete, several short blasts of the buzzer are given and the red flashing light is turned off. Work may now resume in this area.
- i. These same safety measures need to be taken during the detensioning operation with the jacks.
- j. Personnel in the stressing crew must not stand behind the jack or in line with the tensioned steel, since ruptured strand tends to retract along the line of tension.
- k. An employee should be posted in a location with an unobstructed view of the designated area in order to warn personnel who inadvertently approach the restricted area.

2. Tensioning:

- a. All unnecessary employees must be cleared from the immediate area.
- b. Audible and visible alarms should alert personnel that tensioning operations are taking place.
- c. An employee will be stationed in a safe area to ensure that personnel do not enter the “designated area” tensioning operations are taking place.
- d. Entangled or misaligned strand should be restored to its original position and then correctly tensioned. Workers must not attempt to shift strand while it is depressed.
- e. No employee is to be working on the form while tensioning is in progress; employees are to back away from the form until tensioning is completed.

3. Dejacking:

- a. Hands and fingers must not be placed between the chuck face and the jackhead.
- b. Jaws should be removed with a hook tool or other device recommended by the manufacturer.
- c. Tension on strand should be released slowly.

4. Detensioning:

- a. A specific order of strand to be cut should be determined. Strands should then be cut at both ends of the bed simultaneously in the predetermined sequence.
- b. The method of cutting should minimize shock loading. Each strand should be preheated to partially relieve tension prior to cutting.
- c. No employees other than the torch cutters should be allowed in the “designated area.”

LADDERS

1. Never use a defective ladder.
2. Always tie or secure a ladder in place. Extension ladders should extend at least 3 feet above the point it is intended to reach. The bottom of the ladder shall be secured if accidental displacement could occur.
3. Do not carry tools or materials when going up or down ladders. (Use a bucket or canvas bag on a rope to haul or lower them.)
4. Never work above the second rung from the top of a ladder. Do not ever straddle a ladder.
5. Always face the ladder and grasp the side rails or rungs with both hands when ascending and descending.

6. All ladders must have adjustable safety feet in proper working order.
7. Know the load carrying capacity of the ladder and do not exceed it.

RIGGING AND HOISTING PROCEDURES

1. Only qualified trained operators shall operate the crane ways, drott and yard cranes.
2. Ropes, sheaves, and all rigging assemblies should be visually checked daily with a thorough monthly inspection dated and signed by a designated individual.
3. The rated load of the lifting equipment must be posted on the equipment itself.
4. 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.
5. In using hoist apparatus, employees are forbidden to make a hoist before the load is securely made fast and properly balanced.
6. Riding on the load is strictly prohibited.
7. All employees, including operators, are warned to keep from under loads of material being carried or suspended by electric cranes or other overhead conveyance. (No rubbing, patching, or other work will be allowed under suspended loads, unless it is being done over safety stands, or equivalent.
8. The carrying of loads over any personnel is grounds for immediate termination.
9. Extreme caution must be taken when working on forms in bridge building when drotts are traveling up and down

building. (The drott operator should have an unobstructed view of his traveling.)

COVERING ROOF AND FLOOR OPENINGS

1. All openings shall be covered in the plant, with the exception of:
 - a. Large openings that are located in more than one individual member and are large enough to require more than one 4" x 8" sheet of plywood.
 - b. Notches located on the edge of members that when erected in their proper location on the job site would not create an opening (such as column notches).
2. For large openings that cannot be covered in the plant, materials for covering such openings will be secured to adjacent members as the field services crews can install such covers when the opening is created on the job site.
3. When field personnel have erected members with large openings that required more than one 4" x 8" sheet of plywood they shall immediately install and secure such covers, or if such covers have been installed and secured in the plant, inspect to determine if covers are still intact. On large openings as described above, a warning cable or rope should be installed around such covers and a warning painted on such covers. The warning on covers should be worded, "Warning, Large Opening, Do Not Walk on Cover."
4. Plywood for covers shall be of at least $\frac{3}{4}$ " CDX grade (OSHA standards require that covers shall be capable of supporting a weight of 200 lbs.).

5. The size of cover shall be determined using the following guideline:
 - a. The cover shall be at least eight inches longer than the largest dimension of the opening.
 - b. The cover shall be at least four inches larger than the smallest dimension of the opening.
 - c. The cover shall be positioned over the openings so that there is at least four inches of overlap on each end in the longest direction and at least two inches of overlap in the shortest direction.
 - d. If covers have to be installed on the job site, the minimum overlap requirements and stem locations on the members will determine cover size. The means of securing covers installed on the job site requires that anchors be installed at stem locations.
6. Anchors to be used for securing covers shall be:
 - a. $\frac{1}{4}$ " x $1\frac{1}{2}$ " – $1\frac{3}{4}$ " tapcon screws for covers secured in the plant.
 - b. $\frac{1}{4}$ " x 3" – $3\frac{1}{2}$ " kwik bolts for covers secured on the job site. Anchors shall be located at stem locations.
7. Covers shall be installed on timely basis to obtain maximum protection for our employees. In the plant, whenever possible, covers shall be installed prior to stockpiling on trailers for shipment to the yard.

Note for field personnel: For large openings that cannot be covered, guardrails shall be built around the opening as soon as possible. At the very least a warning cable or rope shall be installed some distance from such an opening to warn others of the hazard until guardrails can be built by others.

FORKLIFT SAFETY

1. Safety checks – Check to see that the vehicle is in safe operating condition before starting the engine. After starting the engine, conduct an operational check to ensure that breaks are in working order, gear boxes operate properly and lights and horns function well. Check all other controls to be sure they're functioning smoothly.
2. Allow no unauthorized riders on any part of the vehicle. Authorized drivers should ride only in seats provided on original equipment.
3. Face the direction of travel at all times; be alert and observe speed limits. Sound horn or blink lights at blind corners.
4. Forklifts should not be altered without approval from the manufacturer of the equipment. Additional counterweights should not be added without approval of the manufacturer.
5. Keep arms, legs and other parts of the body within the dimensions of the operator's compartment. Do not reach between mast arms to turn off the key or to move the forks.
6. Park the vehicle with forks flat on the floor. Shut off the power, set the parking brake and put controls in neutral. If parking on an incline, chock the wheels.
7. Set and enforce traffic control rules such as speed limits, clearly marked isles. Mirrors at intersections for better visibility and other traffic control rules such as are designated in the ANSI Manual on Uniform Traffic Control Devices for Streets and Highways.

8. Know the capacity of the vehicle; avoid overloading, moving an unsafe load, or moving a load with only one fork. Do not push heavy loads with one corner of the truck.
9. Start and stop forklifts gradually; always look around before starting to move.
10. Never travel with a raised load; always look around before starting to move.
11. For better vision, drive backwards with a bulky load; always look in the direction of travel. Drive in reverse when carrying loads down a ramp or incline.
12. Always wear your seat belt when operating a forklift.
13. Never attempt to slam on brakes to slide a load off the forks.

STRADDLE CARRIER (DROTT) SAFETY

1. Straddle carriers (drott) shall not be moved to travel under any conditions unless the operator and signal person relay signals to the operator can both continuously observe all four wheels. A designated and trained signal person will be assigned to assist the operator whenever a straddle carrier (drott) is traveling.
2. No straddle carrier (drott) operation will be allowed while any crew member is flipping up tarps.
3. Straddle carrier (drott) speed of travel must be reduced in the building. The moving signal person shall be required to walk ahead of or behind the drott and the drott shall travel at a speed equivalent to this walking signal person.
4. No employee will be allowed to remain in an aisle when a straddle carrier (drott) is traveling down that aisle.
5. No material or equipment will be stockpiled on any bed in such a manner that it would obstruct the view of the

operator, the signal person, or obstruct the view between the signal person and the operator.

6. Only designated and trained personnel will be allowed to operate drotts. Qualified maintenance personnel will be allowed to operate drotts as required to accomplish the necessary maintenance.
7. The operator shall give one blast of the horn before the drott begins to travel in either direction.

EQUIPMENT SAFETY

1. Examine all tools before using them. Do not use tools with frayed cords or which are otherwise defective.
2. Only trained authorized employees are allowed to operate actuated tools. If unfamiliar with the proper operation of any machine or equipment, ask the lead person for instructions.
3. All employees are forbidden to remove or disturb any covering or guard, except for the purpose of oiling, inspection or repairing machinery, and if a guard has been removed it must be replaced and securely fastened as soon as work has been completed.
4. Employees are forbidden to set in motion any machinery without first observing that there are no employees in position to be injured. Lockout-tagout procedures must be followed.
5. Employees are absolutely forbidden to grease or oil machinery while machine is in operation.
6. Unsafe equipment conditions or practices shall be promptly report to the lead person or supervisor.
7. If equipment is in non-operating condition or unsafe, turn in to maintenance for repairs.

8. Employees should not rest or lean against railings guarding equipment or machinery.
9. All persons not authorized by supervision 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 wire, notify the supervisor, who will send an experienced person to give direction concerning the work.
10. Employees are forbidden to go into engine, power, pump houses, or boiler rooms unless their duties require them to be there.
11. Safety devices shall be installed on machinery, as deemed necessary by the Safety Committee in accordance with the State Safety Code.
12. If unfamiliar with the proper operation of any machine or equipment, ask your lead person for instructions before starting.

YARD AND FIELD CRANES

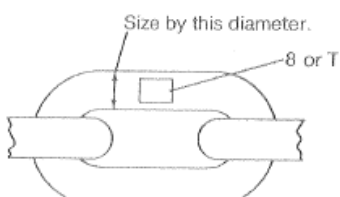
1. Never operate a machine you are unfamiliar with until you have received proper instructions.
2. Before moving a crane upon which an empty sling is hanging, both ends of the sling shall be hooked to the block, hook, or shackle high enough to clear obstructions.
3. Do not swing loads over any persons, nor allow anyone to walk under the load. See that a tag line or guide rope attached to the load is used to prevent swinging.
4. Frequently inspect your ropes, cables, and clamps; do not overload or damage them. Examine your crane, hoist, or

engine for loose parts or defects prior to use each day and after repairs have been made.

5. Make sure that the boom and mast of cranes are properly grounded against electrical contact with electric power lines. Keep the boom at least 10 feet away from all overhead wires.
6. Do not take hold of hoisting cable near the sheave block, as your fingers may be drawn into the block.
7. Recognize signals only from the person supervising the lift, or from the signal person assigned. Operating signals must follow an approved standard.

CHAIN SLINGS

GRADE T (8) ALLOY STEEL						
MAXIMUM SAFE WORKING LOADS — POUNDS Safety Factor = 5 per OSHA Regulations						
Chain Size (Inches)	Single Vertical Hitch	Single Choker Hitch	Single Basket Hitch (Vertical Legs)	2-Leg Bridle Hitch & Single Basket Hitch With Legs Inclined		
				60°	45°	30°
1/4	2,800	2,100	5,600	4,850	3,959	2,800
3/8	5,680	4,260	11,360	9,838	8,032	5,680
1/2	9,600	7,200	19,200	16,627	13,574	9,600
5/8	14,480	10,860	28,960	25,079	20,475	14,480
3/4	22,640	16,980	45,280	39,212	32,013	22,640
7/8	27,360	20,520	54,720	47,388	38,687	27,360
1	38,160	28,620	76,320	66,093	53,958	38,160
1 1/4	57,840	43,380	115,680	100,179	81,786	57,840

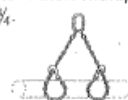


Size by this diameter.


8 or T

Use only alloy steel chain. Links will be stamped with 8 or T.

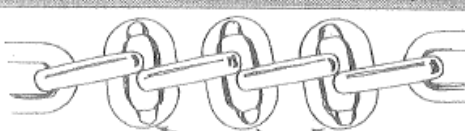
If used with Choker Hitch multiply above values by 3/4.



For Double Basket Hitch multiply above values by 2.







Strength based on ISO Standards and adjusted to reflect a safety factor of 5.

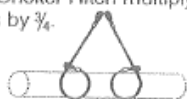


Discard if more than 10% wear at bearing surfaces.


WIRE ROPE SLINGS

6 x 19 Classification Group, Improved Plow Steel, IWRC						
MAXIMUM SAFE WORKING LOADS - POUNDS Safety Factor = 5 per OHS Regulations						
Rope Diameter (Inches)	Single Vertical Hitch	Single Choker Hitch	Single Basket Hitch (Vertical Legs)	2-Leg Bridle Hitch & Single Basket Hitch With Legs Inclined		
						
				60°	45°	30°
$\frac{3}{16}$	650	480	1,300	1,100	900	650
$\frac{1}{4}$	1,150	860	2,300	2,000	1,600	1,150
$\frac{5}{16}$	1,750	1,300	3,500	3,000	2,500	1,750
$\frac{3}{8}$	2,550	1,900	5,100	4,400	3,600	2,550
$\frac{7}{16}$	3,450	2,600	6,900	6,000	4,900	3,450
$\frac{1}{2}$	4,700	3,500	9,400	8,150	6,650	4,700
$\frac{9}{16}$	5,700	4,200	11,400	9,900	8,050	5,700
$\frac{5}{8}$	7,100	5,300	14,200	12,300	10,000	7,100
$\frac{3}{4}$	10,200	7,650	20,400	17,700	14,400	10,200
$\frac{7}{8}$	13,750	10,300	27,500	23,800	19,400	13,750
1	17,950	13,450	35,900	31,100	25,400	17,950
$1\frac{1}{8}$	22,750	17,000	45,500	39,400	32,200	22,750
$1\frac{1}{4}$	28,200	21,200	56,400	48,800	39,900	28,200
$1\frac{3}{8}$	34,800	26,100	69,600	60,300	49,200	34,800
$1\frac{1}{2}$	41,300	31,000	82,600	71,500	58,400	41,300

If used with Choker Hitch multiply above values by $\frac{3}{4}$.



For Double Basket Hitch multiply above values by 2.



Note: Table values are for slings with eyes and thimbles in both ends, Flemish Spliced Eyes and mechanical sleeves.

STANDARD CRANE SIGNALS


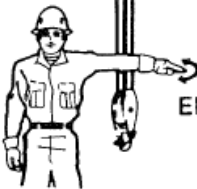



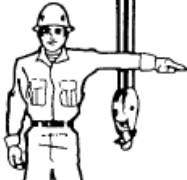



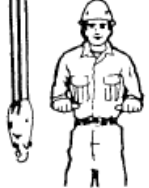
 <p>TRAVEL</p>	 <p>EMERGENCY STOP</p>
<p>TRAVEL (One Track)</p> 	 <p>TRAVEL (Both Tracks)</p>
 <p>SWING</p>	 <p>STOP</p>
 <p>EXTEND BOOM (Telescoping Boom)</p>	 <p>RETRACT BOOM (Telescoping Boom)</p>
<p>EXTEND BOOM (Telescoping Booms)</p> 	 <p>RETRACT BOOM (Telescoping Booms)</p>

FIGURE A

STANDARD CRANE SIGNALS

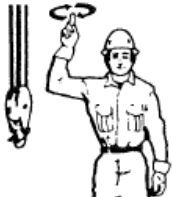
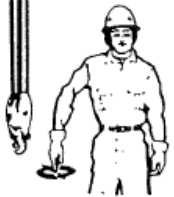

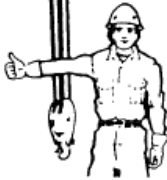
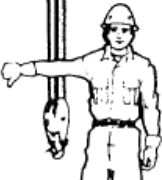


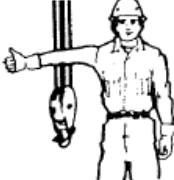


<p>HOIST</p> 	<p>LOWER</p> 
<p>USE MAIN HOIST</p> 	<p>RAISE BOOM</p> 
<p>LOWER BOOM</p> 	<p>USE WHIPLINE</p> 
<p>MOVE SLOWLY</p> 	<p>RAISE THE BOOM AND LOWER THE LOAD</p> 
<p>LOWER THE BOOM AND RAISE THE LOAD</p> 	<p>DOG EVERYTHING</p> 

FIGURE B

MINIMUM BRACING GUIDELINES

1. A column shall be properly grouted or shimmed before it is loaded.
2. If a brace or a guy is to be installed on a unit, it shall be installed prior to release of unit by crane.
3. Whenever possible, panels shall be braced to footings or to deadman anchors.
4. Whenever a dunnage pad is used as the sole support of a panel, it shall have an inclined brace as well as a horizontal brace attached to it. The braces shall be right above each other and be as perpendicular to panel as possible.
5. Braces shall be attached as near as possible to the center of dunnage pads.
6. No more than two panels shall be supported by one brace.
7. These guidelines are a minimum only and shall not be considered to be adequate for all conditions. The bracing procedures for jobs that have tall panels, odd shapes, poor soil conditions for deadman anchors or erection in high winds shall be reviewed with the filed Field Supervisor.

Always work safely: Don't take chances. Your own safety and the safety of others depend on your caution. If in any doubt as to the meaning of any rule, go to your lead person or plant managers/supervisor for an explanation.

These general safety rules are applicable to all employees. Specific safety instructions will be given to you by your lead person for your specific job. Bear in mind that the purpose of the entire safety program is to protect you and your coworkers from injury.

GENERAL RULES

1. REPORTING TO WORK:

- a. Employees should arrive at the plant in ample time to go to locker room and clock in. Employees shouldn't clock in more than 5 minutes prior to the scheduled start of their work shift.
- b. All employees are to be at their work place ready to perform work at the start of the shift.
- c. An employee reporting to work after the start of the shift must report to his lead person before starting work. Repeated tardiness shall be cause for disciplinary action.

2. BREAK AND LUNCH PERIODS:

- a. Work shall continue until the lead person signals for the break or lunch period.
- b. Each employee is to be at his workstation ready to begin work at the end of the break or lunch period.

3. END OF SHIFT:

- a. At the end of the work shift each employee is allowed 5 minutes to put away tools, shut off machines and equipment, and clean up his work place. The lead person may allow additional time for special jobs requiring greater time. Sweepings or debris should be put into barrels provided for trash.
- b. Each employee shall continue to put his work area in an orderly condition until the signal is given for the end of the shift. Lining up at the clock before the end of the shift shall not be permitted. When the signal ending the shift is sounded, the employee should walk to their time clock and punch out. (Running is not permitted in the plant.)

4. TIME CLOCK AND TIME RECORDS:

- a. Any alteration to your time record may only be made by the Supervisor and/or Human Resources.
- b. All time records must be approved by the lead person or Supervisor at the end of the work week.
- c. Punching, back punching, or tampering with any employee's time record is forbidden and will be considered cause for automatic termination.

5. PLANT PROPERTY:

- a. Employees shall not enter plant property, except as they are scheduled to work, without permission from the HR Office or the Production Manager.

6. TELEPHONE CALLS:

- a. Personal telephone calls are prohibited during working hours except with permission from the Supervisor in case of an emergency.

7. SOLICITATION OF FUNDS:

- a. Solicitation of funds for charitable or other purposes will not be permitted without the approval of the HR Office or the Production Manager.

8. ABSENCE REPORT:

- a. Any employee absent other than for vacation or leave-of-absence shall notify the Personnel Office by 9:00 am of the day that he cannot report for work.
- b. Excessive absenteeism or tardiness shall be cause for termination per the attendance policy.

9. VACATIONS:

- a. Vacations shall not be cumulative.
- b. Requests for vacation time must be made by filling out a blue request form and must be approved by a Supervisor prior to taking that vacation time.
- c. An employee shall not be permitted to accept pay in lieu of taking vacation.

10. INSURANCE:

- a. Health and welfare is paid by the Company in accordance with the Union Contract. Check with your Business Agent or Steward.
- b. On the job injury is covered by Workman's Compensation. In case of accident, notify your supervisor – your supervisor will see that you receive medical attention.

11. CHANGE OF ADDRESS:

- a. Employees are required to notify Human Resources of change of address, name, telephone, tax, or marital status.

12. SOCIAL SECURITY:

- a. Social Security is deducted from your salary according to Federal Law. The amount deducted is matched by the Company. Each employee is covered; thus each employee must present a Social Security card at the time of employment.
- b. Check your Social Security number, be certain it is correct.

13. COMPANY PROPERTY:

- a. Care and consideration should be exercised in the use of equipment, tool, and supplies. Equipment or tools should not be used until you are familiar with them.
- b. Tools and supplies are issued to supervision for which they are responsible.

14. LABOR ORGANIZATIONS:

- a. The Company has a working agreement with labor organizations.
- b. Each employee must be a member in good standing of the Union while employed by Wells Concrete.

15. VISITORS:

- a. All visitors must report to the receptionist desk to check in.
- b. No children less than 15 years of age will be allowed in the plant or yard area. Individuals above this age (to include sophomore level of high school) must be on a supervised tour. Children below age 15 are restricted to immediate receptionist area and must be with a parent or with an adult supervisor.

CAUSES FOR SUSPENSION OR DISCHARGE

Listed below are rule violations which justify disciplinary action in the form of warning letters, disciplinary furlough OR termination.

1. Failure to perform work in a satisfactory manner.
 - 1st Violation: Written Warning letter
 - 2nd Violation: Final Warning/2-Day disciplinary furlough
 - 3rd Violation: Automatic Termination
2. Drunkenness, reporting for work under the influence of liquor or the possession of intoxicating liquor on plant property.
 - 1st Violation: State law to allow for treatment or Automatic Termination
 - 2nd Violation: Automatic Termination
3. Reporting to work under the influence of controlled substance (drugs) not prescribed by doctor or in possession of drugs not prescribed by a doctor.
 - 1st Violation: State law to allow for treatment or Automatic Termination
 - 2nd Violation: Automatic Termination
4. Excessive absenteeism or tardiness.
 - 1st Violation: Written Warning letter
 - 2nd Violation: Final Warning/2-Day disciplinary furlough
 - 3rd Violation: Automatic Termination
5. Dishonesty, falsehood, theft, or disorderly conduct.
 - 1st Violation: Disciplinary action, which may include termination
 - 2nd Violation: Automatic Termination

6. Making or repeating false statements detrimental to harmonious relations between employees and company.
 - 1st Violation: Written Warning letter
 - 2nd Violation: Final Warning/2-Day disciplinary furlough
 - 3rd Violation: Automatic Termination
7. Smoking in prohibited areas.
 - 1st Violation: Verbal Warning
 - 2nd Violation: Written Warning
 - 3rd Violation: Final Warning/2-Day disciplinary furlough
 - 4th Violation: Termination
8. Insubordination or continued failure to follow instructions or directions in performance of work.
 - 1st Violation: Verbal Warning
 - 2nd Violation: Written Warning
 - 3rd Violation: Final Warning/2-Day disciplinary furlough
 - 4th Violation: Termination
9. Careless, reckless, or negligent use of Company or employee's materials, tools, equipment, or property.
 - 1st Violation: Disciplinary action, up to and including termination
 - 2nd Violation: Automatic Termination
10. Defacing or removing official notices or bulletins posted by the management or posted with its permission and approval.
 - 1st Violation: Final Warning/2-Day disciplinary furlough
 - 2nd Violation: Automatic Termination
11. Misrepresentation in employment application or of qualifications for employment.
 - 1st Violation: Automatic Termination

12. Giving false testimony or refusing to give testimony in case of accident or other lawful investigation.
1st Violation: Automatic Termination
13. Violating Company rules or regulations governing the handling of money, accounts, records, or any other Company property, or failure to make proper account for the same.
1st Violation: Automatic Termination
14. Working in a manner that endangers oneself and others.
1st Violation: Automatic Termination
15. Gambling
1st Violation: Final Warning/2-Day disciplinary furlough
2nd Violation: Automatic Termination
16. Failure of employee to operate motor vehicles in accordance with applicable Federal, State, Local, or Company codes and regulations.
(For careless, reckless, or negligent use – item 10 above shall apply)
1st Violation: Final Warning /2-Day disciplinary furlough
2nd Violation: Automatic Termination
17. Punching, back punching, or tampering with an employee's time record.
1st Violation: Final Warning/2-Day disciplinary furlough
2nd Violation: Automatic Termination
18. Entering plant property without management permission during non-scheduled work periods.
1st Violation: Verbal Warning
2nd Violation: Written Warning
3rd Violation: Final Warning/2-Day disciplinary furlough
4th Violation: Termination

19. Fighting or willfully assaulting with or without intent of injury.
1st Violation: Automatic Termination
20. Striking strand vices with any metal object.
1st Violation: Final Warning/2-Day disciplinary furlough
2nd Violation: Automatic Termination
21. Riding material being moved by mobile or overhead craneway.
1st Violation: Final Warning/2-Day disciplinary furlough
2nd Violation: Automatic Termination
22. Disregarding rules regarding personal protective equipment (PPE).
1st Violation: Verbal Warning
2nd Violation: Written Warning
3rd Violation: Final Warning/2-Day disciplinary furlough
4th Violation: Termination
23. Disobeying safety rules.
1st Violation: Final Warning/2-Day disciplinary furlough
2nd Violation: Termination

ACKNOWLEDGEMENT FORM

This Site Specific Safety and Plant Policy Manual provides important information about Wells Concrete. I understand that I should consult my supervisor, department manager, or Human Resources Department regarding any questions not answered in the Manual.

Since the information, policies, and benefits described here are necessarily subject to change, at anytime, with notice, I acknowledge that revisions to the Manual may occur. All such changes will be communicated and I understand that revised information will replace existing policies.

I understand this Manual is not intended to create, and should not be construed as creating a contract between Wells Concrete and me. Instead, I understand this Manual to be a set of guidelines for all employees of Wells Concrete.

The initial introduction of this Site Specific Safety and Plant Policy Manual is by hard copy. If you have a printed copy, the policies are not guaranteed to be up-to-date. Please refer to your Human Resources Department for current policy information.

I acknowledge that I have received a copy of the Site Specific Safety and Plant Policy Manual dated June 1, 2014. My signature below indicates that I have read these policies, am familiar with the contents of the Manual, and that it is my responsibility to abide by the policies in the Manual.

Employee Name (Printed): _____

Employee Signature: _____

Date: _____