



PARTNER BY CHOICE. SAFETY BY DESIGN.

# SAFETY & HEALTH HANDBOOK

2022 Season  
Rev. 3/23/2022

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**NOTE: (\*) Indicates that the section is from the 2021 Employment Policies Handbook.**

# STATEMENT OF PRINCIPLE

Safety, Productivity, Quality. A safe work site provides the opportunity to operate at the highest level of productivity to deliver the highest quality. Safety is the number one principle at PK; Zero Incidents, Zero Defects and Zero Losses drive our “Think **Z** Culture”.

Overlooking a simple safety violation is to compromise our values to your health and well-being. Hazards are present in and out of the work zones, installing pavement markings or performing pavement marking related work. It is the responsibility of every employee at PK to adhere to our safety policy, the Michigan Manual of Uniform Traffic Control Devices (MMUTCD) and MIOSHA regulations. By adhering to safety regulations and principles we will provide the safest working environment possible for all employees.

## SAFETY DIRECTOR RESPONSIBILITIES

### CORPORATE SAFETY OFFICER

Kurt Shea is the designated PK Contracting Safety Director. The safety director, in alignment with the Frontline Safety Group, is responsible for the development and administration of the PK Safety Program.

### GENERAL RESPONSIBILITIES

- A. Employee Training – Coordinate safety and health training. Be sure that all MIOSHA Constructions Safety Standards are being followed and that standards are available upon request.
- B. Safety/Health Procedures – Identify and eliminate potential job hazards
- C. Employee Engagement – Encourage employees to identify and report hazards and near misses to improve safety.
- D. Jobsite Inspections Conduct jobsite inspections to ensure compliance.
- E. Documentation – Ensure compliance with tool talks, training.
- F. Postings – Ensure that all required jobsite postings are maintained as required.
- G. Incident Investigations – Verify that all incidents are documented and participate with incident investigation and documentation.
- H. Employee Discipline – Verify that employee discipline policy is properly followed.
- I. Recordkeeping – Verify recording and reporting requirements are followed.

## FOREMEN RESPONSIBILITIES

The Foreman/Superintendent or other designated qualified person is responsible for overall safety on the jobsite. A “qualified person” has the knowledge, experience, thoroughness and ability to direct their crew safely and productively.

Foremen are responsible for:

- A. The actions, output, safety and strict adherence to all company policies of every member of their crew.
- B. Ensuring that all equipment is used and maintained as required including the beginning and end of shift procedures that must be followed for all trucks & equipment.
- C. Ongoing safety instruction to employees about the proper operation of tools, equipment and material handling
- D. Ongoing instruction about Work Zone safety
- E. Ensuring that employees are not working under the influence of drugs or alcohol
- F. Conducting Safety Tool Talks & Daily Safety Minute discussions with employees. Provide ongoing safety instruction for the proper operation of tools, equipment and material handling.
- G. Investigate and report all incidents (injuries, illnesses, crashes, near misses)
- H. Ensure that a copy of this Safety & Health Handbook is available at the jobsite

# Section 1: GENERAL SAFETY RULES AND PRACTICES

## 1.01 EMPLOYEE PARTICIPATION \*

Employee participation is encouraged and important. Safety is everyone's responsibility. Through everyone's participation communicating ideas, observations, and experiences we will be in the best position to problem solve and advance safety. If you have any concerns relating to safety situations, bring them to the immediate attention of your supervisor or Kurt, Kevin, Chris, Jim, or Aden.

## 1.02 SPRING GENERAL MEETING \*

At each Spring General Employee Meeting, the entire Company Handbook, including all safety provisions herein contained, will be reviewed by the Company President and Safety Officer.

## 1.03 REPORTING INJURIES \*

Report all injuries. It is the responsibility of all employees to immediately report to their immediate supervisor any injury sustained during their shift. Reporting injuries within 24 hours is an OSHA requirement.

Reporting injuries helps us evaluate safety in the work place and identify potential hazards so that corrective action can be taken to eliminate the risk of an injury from happening again. Try not to "work through" an unreported, untreated injury, there is a chance that the injury will become much worse later. The following is our 24-Hour Response plan that lists steps to take when an injury occurs.

In case of an injury:

1. Evaluate the injury and render first aid as needed. If necessary, contact the appropriate first responders
2. Report the injury to your immediate supervisor. The foreman will immediately contact the office to report the injury. If a foreman is not available contact the office.
3. The foreman will fill out an injury report and also record the injury on the daily work report.
4. Report the injury to the division manager or assistant division manager.
5. The division manager or assistant division manager will contact the Main Office and send the injury report to [kara@pkcontracting.com](mailto:kara@pkcontracting.com), [kelly@pkcontracting.com](mailto:kelly@pkcontracting.com) and [kurt@pkcontracting.com](mailto:kurt@pkcontracting.com)
6. Auto damage and injury incidents will be reported to insurance within 72 hours

## 1.04 RETURNING TO WORK \*

PK Contracting seeks to provide a safe working environment for its employees to thrive and prosper. If an employee is injured on the job or in any way suffers from a job related ailment PK will provide work to accommodate an individual's restrictions immediately. Our goal is Zero injuries. Zero lost time due to injury and we are committed to providing our employees with a reliable source of income and safe working conditions.

## 1.05 DISCIPLINARY ACTION \*

Violations of any of PK Contracting, Inc. safety or operating policies may result in one or more of the following disciplinary actions.

- a. Written notification of warning
- b. Three days off without pay
- c. Termination
- d. A disciplinary action which management deems appropriate for a specific situation.

## **Section 2: REQUIRED ATTIRE & PERSONAL PROTECTIVE EQUIPMENT (PPE)**

### **2.01 SAFETY CLOTHING AND DRESS CODE**

Safety Hi-Viz lime green clothing is required for all PK Contracting, Inc. road and yard employees. All employees are required to report for work wearing the proper clothing. In order to promote a positive Company image, all work clothing must be clean and in good condition, i.e. not faded or full of paint.

While all employees have the right to dress and adorn themselves as they wish while off duty, PK Contracting also has the right to require employees to dress in a manner which reflects well upon the company. Loose fitting jewelry, hooped earrings or dangling chains, nose, lip and other adornments, piercings, mohawks or spiked haircuts and unnatural hair coloring are unacceptable while on duty. The only facial adornments allowed are stud earrings. Employees who violate these rules will not be allowed to work and will be sent home.

The initial issue of Personal Protective Equipment (PPE) includes one Class 3 safety vest; one pair of safety glasses, safety leggings and a hard hat. PPE that is damaged or worn through normal use will be replaced at no cost. PPE that is lost, stolen or damaged through misuse will be replaced and paid for through payroll deduction.

A vest or safety shirt may be exchanged at the beginning of each month for a new one. Any required clothing or safety protection that is not under the monthly replacement policy will be paid for by payroll deduction. Additional safety gear (shirts, hoodies, jackets etc.) is sold at cost and WILL BE PAYROLL DEDUCTED. THERE ARE NO EXCEPTIONS TO THIS.

### **2.02 PK field employees are required to wear the following at all times**

- Hi visibility Class 3 lime-green safety shirt or vest for day or night. Sleeves must be a minimum 4" in length.
- Safety glasses
- Work Boots that are above the ankle with slip-resistant and puncture-resistant soles. (at no time will tennis shoes be accepted)
- Full length pants free of excessive rips and stains
- A 25 foot tape measure and Stanley knife are also required of all road and yard employees

### **2.03 Hard Hats**

- Must be worn if in a coning pocket
- Required when regulating traffic when flagging
- May be required on other jobs depending on specific project requirements

### **2.04 Working at Night**

- Halo Personal lighting or Equivalent providing 360 degree visibility is required for night work
- Hi-Viz reflective pants or leggings are required for night work

### **2.05 Hand Protection**

The type of task will determine which type of hand protection is required to protect against injury. To protect against thermal burns Heavy Leather Gloves are required when handling thermoplastic pans or performing other tasks where the risk of burn or injury is present.

### **2.06 Use of Respirators**

There are respirators in all plural component trucks. Respirator use is always recommended in the following situations:

- When excessive dust is present from installing corrugations or grinding operations
- When pumping up, operating or working on the coning platform of any plural component striper.
- When loading a thermoplastic melter.
- When transferring material from a melter semi to a thermo striper.
- Any other work activity where excessive dust or fumes are present.

## 2.07 Hearing Protection & Conservation

Protecting and conserving hearing from the effects of noise exposure is important to reduce the risk of Noise Induced Hearing Loss (NIHL). Continuous noise and interval noise are present on the job and repeated exposure to high levels of noise can result in permanent hearing loss and affect your quality of life. To protect workers from hearing loss:

1. Hearing protection is mandatory when performing tasks listed in Table 2.1 where the measured noise exposure level exceeds the MIOSHA action level of an 8 hour time weighted average (TWA) of 85 decibels.
2. Ear plugs and/or Ear Protectors are available at every PK division and on the job.
3. Annual training on hearing conservation will be conducted at the company-wide Spring General Safety Meeting before the start of every construction season. Training will include education on the effects of noise exposure and when and how to use hearing protection.

Table 2.1 Work tasks measured above the 8 hour TWA threshold of 85 decibels where hearing protection is mandatory.

<b>TWA</b>	<b>Tasks Requiring Hearing Protection</b>
≥ 85	Operating an SCB
≥ 85	Operating a Striper
≥ 85	Operating a Detail Poly Striper
≥ 85	High Pressure Blowing

# Section 3: WORKZONE SAFETY ON THE JOB

## 3.01 STATEMENT

Common sense and flexibility with decision making in the field are necessary to establish and maintain a safe environment. Safety is the number one principle in a construction work zone.

### a. Situational Awareness

Always know where you are in relation to traffic and other hazards at all times. Work facing traffic or use a spotter when working close to traffic. Heads up, position yourself where you have an escape route. Never assume motorists will do the right thing – expect the unexpected.

## 3.02 TRAFFIC CONTROL & PAVEMENT MARKING PROCEDURES

PK Contracting, Inc. takes a pro-active approach to work zone safety and pavement marking operations and procedures. Our focus is on continuous improvement in safety methods and pavement marking methods. By working together with the inspectors, engineers, and various city, state or county officials, we will deliver a safe product, productively and at the highest quality.

PK Contracting, Inc. conforms to the maintaining traffic provisions in specific project proposals in addition to the following items:

- Michigan Manual of Uniform Traffic Control Devices; specifically, Part 6 “Traffic Controls for Street and Highway Construction, Maintenance, Utility, and Incident Management Operations.”
- MDOT “Work Zone Safety and Mobility Manual”
- MDOT pavement marking typicals. Note: there is some variation in pavement marking typicals depending upon the specific region. Be aware of the specific pavement marking typicals of the region we are working in.

## 3.03 POLICE ASSISTANCE ON TRAFFIC SWITCHES

PK Contracting actively promotes for police presence on highway construction jobs. PK advocates that police be present on all night time traffic switches, and all freeway traffic switches whether day or night. Furthermore, if bad traffic conditions are anticipated on any upcoming traffic switch, we want the police there. Arrangements are made through the Prime Contractor for Police assistance. These arrangements need to be made at least two days in advance.

## 3.04 SAFETY MEETINGS

### a. “Safety Minute” - Daily Safety Meetings

At the start of each day’s work the crew leader shall get their staff together to discuss the importance of safety, assess the risks and challenges at hand specific to the job that they are working on and the specifics of the day’s work. The intent of the “Safety Minute” is to assess the risks and emphasize policies while clarifying expectations for getting the job done safely.

### b. Tool Talk Safety Meetings

Every two weeks Talk Safety Meetings, prepared by the safety director, are to be held by the foremen prior to the start of the day at the shop. Employee input is encouraged. The purpose of the tool talk meetings is to reinforce our focus on safety, to educate and inform. The group meetings are a way to share concerns and ideas and strengthen our safety culture.

## 3.05 SEAT BELTS

It is PK Contracting policy that all occupants of any vehicle being used on Company business wear seat belts. Michigan law also requires vehicle occupants to buckle up.

## 3.06 RIDING ON EQUIPMENT

The following methods of riding on equipment are strictly prohibited and are in violation of MIOSHA regulations:

- Riding on any construction equipment unless in an approved seat installed on the piece of equipment.
- Riding on the tailgate of a truck without the approved gates and safety devices installed.
- Riding in the bed of a pickup or trailer.

Violation of this safety policy will result in disciplinary action up to and including termination.

### 3.07 TRAFFIC REGULATORS (FLAGGERS)

We will comply with MDOT training and documentation requirements for Traffic Regulators found in the MDOT 2012 Standard Specifications for Construction Section 812.03.G8 – Traffic Regulators. MDOT requires documented training that includes, at a minimum viewing the video “Safely Regulating Traffic in Michigan” and reading the Current MDOT handbook “Traffic Regulators Instruction Manual”.

Traffic Regulator’s Instruction Manual

[https://www.michigan.gov/documents/mdot/MDOT-TrafficRegulatorsManual\\_327600\\_7.pdf](https://www.michigan.gov/documents/mdot/MDOT-TrafficRegulatorsManual_327600_7.pdf)

Video Safely Regulating Traffic in Michigan”

<https://www.youtube.com/watch?v=DSqVJDQfymg>

### 3.08 CONING PROCEDURES

The crew foreman is to make sure that all equipment used by the crew is used according to PK requirements all safety policies are being followed and indicate on the work report whether proper coning procedures were followed.

#### a. Working in a Cone Pocket

Cone pockets are used for placing retrieving traffic control devices during pavement marking operations. While the person working in the coning seat is ultimately responsible for ensuring the coning pocket is ready for use, the driver and coner are to work as a team making sure the coning pocket, including the seat and lid is fully functional.

1. Coning pocket lids are to be properly secured before use.
2. Hard hat is required to be worn when in a coning pocket.
3. The truck deck and coning pocket must be neat, organized and free of debris before use
4. Cargo must be secure and there should be no items overhead that could fall on the person working in the coning pocket.
5. Never use a coning pocket that is defective, improperly secured or not secured. Immediately correct any deficiencies.
6. Riding in cone pockets between jobs is prohibited.

#### b. Cone Picking

There are two ways to retrieve a cone that is missed by the cone picker. The person coning can:

1. Tell the driver when it is safe to **back up the truck** to the missed cone and then retrieve the cone.
2. Tell the driver to stop, get out of the coning seat after checking traffic and walk back to retrieve the cone and return with it to the truck.

### 3.09 PLACING OR REMOVING BLIPS

When placing or peeling 4ft blips in live traffic, employees are to work no farther than 100 feet from the truck protecting them. Whenever possible, offset the 4ft blips from where the permanent markings are going to be placed. Do not place them at a time when they are going to be rolled in, or on hot asphalt.

### 3.10 HIGH PRESSURE BLOWING

When using compressed air for high pressure blowing the operator shall wear safety glasses and ear plugs and be careful not to blow into traffic. Hand held blower wands shall be equipped with a chip guard to protect against debris blowing back into the operators face. Blower wands are to be disconnected from the air hose and stored when not in use.

### 3.11 EMERGENCY SITUATIONS

In case of accidents, each foreman has a cellular phone and insurance Information card to expedite emergency room treatment.



### **3.12 IF YOU ARE IN A TRAFFIC ACCIDENT**

If you are involved in an accident, it is important you follow the correct procedures. **Failure to do so may result in a serious traffic ticket.**

1. If there are any injuries or any major damage to either vehicle, you must call the police so that a police report will be on record. You are required to render assistance to any injured person. You will also be required to take a drug test after any injury accident or an accident where a vehicle had to be towed away.
2. Fill out the accident report form in your truck's glove box and submit to the office by the end of the day.
3. Take pictures of damage and include with the accident report
4. If damage is minimal and the police are not going to be contacted, be sure to exchange the following info:
  - a. Name and address of each driver
  - b. Vehicle registration numbers
  - c. Names and addresses of owners' of vehicles
  - d. Driver's license numbers
5. If you damage a parked vehicle, you must attempt to locate the owner. If you cannot locate the owner, you are to notify the police of the incident.

### **3.13 INSURANCE INFORMATION**

In cases where insurance information is needed (for example — accident or medical situations), use the insurance card issued to all employees at the General Meeting or at time of hire.

### **3.14 FIRST AID KITS**

All trucks are also equipped with first aid kits. First-aid should be administered in line with SDS procedures, if provided on the sheet. Foreman must ensure that thermoplastic crews are equipped with burn medication, along with the standard first-aid kits.

### **3.15 FIRST AID / CPR TRAINING**

To ensure prompt first aid treatment on the job employees will receive First Aid and CPR certification training. First Aid / CPR training will be conducted annually at each division for employees who are not currently certified and to renew existing certifications. It is the responsibility of each division to schedule training classes and keep accurate record of employees needing certification or renewal. Send copies of all training records and certification cards to [jessica@pkcontracting.com](mailto:jessica@pkcontracting.com), and [kurt@pkcontracting.com](mailto:kurt@pkcontracting.com).

### **3.16 PAINT TANK CLEANOUT**

Paint tanks are cleaned during changeover and often require the removal of paint build up from the inside walls of the tank. The cleaning process requires a person to enter the tank and scrape the inside walls of the tank by hand. Paint tanks are not designed for continuous occupancy. Materials found in paint tanks are flammable, the air in the tanks is toxic, oxygen is lacking and the tank is difficult to exit in an emergency.

Before any person enters a paint tank to remove material build up during changeover the following are required.

1. Respiratory Protection – A Half Mask Airline Respirator System equipped to provide low-pressure constant flow air is to be worn.
2. Fresh air is to be delivered to the inside of the tank by means of a fan
3. Eye and Skin Protection – Safety Glasses to protect the eyes and protective clothing is to be worn to protect the skin.
4. A support person is to be outside of the tank at all times monitoring, assisting and available in the event of an emergency

### **3.17 TRANSFERRING THERMOPLASTIC MATERIAL**

Finding a place to load with enough room to safely transfer material between a thermo striper and melter requires planning. To improve safety we are establishing basic written guidelines for the safe operation of thermo equipment and material transfer. The guidelines are as follows:

1. Burners are to be shut off when a thermo melter or striper is being fueled up or is within 50 feet of any flammable or combustible material
2. Burners may be on during material transfer
3. Loading at public fuel stations where fuel pumps and/or underground storage tanks are present is prohibited
4. Transferring material between a thermo striper and melter at any PK yard or satellite facility is to be completed in designated thermo material transfer areas
5. Thermoplastic loading/transfer areas are to be reviewed and include the following measures to prevent fires and to prevent and contain spills.
  - Position the trucks a safe distance from pedestrians, objects or property that, in the event of a fire, will not catch fire
  - Locate catch basins that will require protection from a spill or runoff
  - Identify rivers, streams or other water sources that may need to be protected
  - Locate any spill containment kits on site that could be used to contain a spill
  - Be sure that shovels and brooms are available to use for cleanup or to contain a material spill
  - There should be enough room for emergency vehicles to access the site in case of fire
  - Inspect fire extinguishers daily

## Section 4: HAZARD COMMUNICATION

### 4.1 GENERAL

In compliance with Michigan's Right to Know Law (RTK) a copy of this program will be kept available in electronic or hardcopy form at each jobsite for employees to review.

### 4.2 MATERIAL SAFETY DATA SHEETS (SDS)

All sections of the SDS provide significant details including: manufacturer emergency telephone numbers, chemical makeup and characteristics, first-aid and fire-fighting measures, accidental spill procedures, personal protective equipment (PPE) requirements, storage and handling, disposal considerations, and product transportation information. If you have any questions understanding or locating SDS binders / specific sheets, please see your division manager or assistant division manager.

1. The Safety Director (Kurt Shea) is responsible for compiling and maintaining the master SDS file.
2. All employees are required to have the PK "MSDS" app ([Click Here](#)) installed on their phone which has all PK material SDS
3. Electronic SDS and Job Posting materials are accessible from a computer terminal at each division
4. An SDS binder with printed copies is available at the Right to Know information center located at each division
5. The foreman or superintendent will provide copies of SDS for all hazardous materials to any employee upon request.



P.K. Contracting

Scan to access an  
MSDS

### 4.3 CONTAINER LABELING

The yard supervisor is responsible for ensuring labels on shipped containers and secondary/workplace containers are accurately labeled in accordance with the requirements of 1910.1200(f) of OSHA's Hazard Communication Standard, and that they are updated and replaced as needed.

Any paint that is pumped out of a truck or transferred into a secondary container must be labeled appropriately. Any thermoplastic drained from a truck or melter must be drained into an appropriate tub. Regular dry, waterborne, polyurea, spray thermoplastic, or regular thermoplastic are never mixed. Any type of waste must also be put in appropriately labeled totes or drums.

Secondary labels are printed at each division. See the division manager or assistant division manager for printed labels.

Following the portable container labeling exemption of OSHA Standard 1910.1200(f)(8), secondary container labels are not required when containers and their contents will be used immediately by the individual performing the transfer, with no possibility of other employees encountering the unlabeled containers while hazardous chemicals are present inside.

1. Secondary container labels are not required when transferred and used by the person or crew using the material on the job.
2. Secondary container labeling is required back at the yard where the material will be offloaded, transferred to inventory or where the secondary container will be encountered by others who would not know the contents.

### 4.4 IF YOU HAVE A HAZMAT SPILL

If you are involved in a hazardous material spill, keep the material out of any sewers, catch basins, ponds, or waterways. Try to divert the material into a holding place and dike it so that it can be sucked up later. If the spill is serious enough to require a hazmat team to come to the site, call 911. The police will notify Hazmat authorities.

Call Aden, Kurt, Kevin or your division manager immediately to report the problem. They can then call Central Operations of the Michigan State Police at 517-336-6604 (on 24 hour duty) to report the spill and, if necessary, get a hazmat team sent out.

## FOREMAN SAFETY CHECKLIST

	YES	NO	N/A
<b>1. General Requirements</b>			
SDS, RTK Job Postings available			
First Aid/CPR certified employee on job site			
First-Aid kit available			
Drinking water available			
Hand washing station available			
Safety & Health Program Available			
New employee orientation conducted			
Safety Tool Talk conducted			
Housekeeping maintained			
<b>2. Personal Protective Equipment (PPE)</b>			
Eye protection			
Hearing protection available			
Hand protection			
Hard hats			
Foot protection			
Protective clothing			
<b>3. Fire Protection</b>			
Fire extinguisher available on jobsite			
NO SMOKING signs posted at refueling stations; flammable and combustibile storage areas.			
Approved safety-type (non-plastic) fuel cans used to transport fuel			
Cylinders (gas/propane/other) secured and stored upright			
<b>4. Equipment and Trucks</b>			
Backup alarms in working order			
Type ABC fire extinguishers available in trucks			
All horns and lights in good working order			
Equipment safety chains in good order and in use			
Vehicle registration and insurance paperwork in all trucks			
Equipment and vehicle properly lubricated and maintained			
Windshield free of cracks; wipers and defoggers operable			
<b>5. Material Handling and Storage</b>			
Material secured to prevent shifting or sliding			
<b>6. Work Zones</b>			
Advanced warning signs installed and maintained properly			
Traffic control devices installed and maintained properly			
Employees wearing proper Class-3 high visibility safety vests/apparel			

# Daily Vehicle Inspection Checklist

Driver Name: \_\_\_\_\_

Date: \_\_\_\_\_ Time out: \_\_\_\_\_ Time in: \_\_\_\_\_

Odometer Reading at end of shift: \_\_\_\_\_

Truck/Tractor # \_\_\_\_\_

Trailer # \_\_\_\_\_

Pre	Pst	RR	
			Spare Bulbs & Fuses
			First Aid Kit
			Accident Report Form
			Registration
			Interior Cab Light
			Dashboard Gauges
			Dashboard Lights
			Air Brake Pressure
			Parking Brake
			Horn
			Fuel
			Beacons
			Headlights
			Flashers (Four Ways)
			Arrowboard
			Mirrors
			Reflectors
			Fire Extinguisher
			Emergency Equipment
			Windshield Wipers
			Coolant
			Oil
			Trans Fluid

Pre	Pst	RR	
			Generator
			Radiator(s) clean
			Steering Mechanism
			Turn Indicators
			Electrical Connections
			Brakes (truck & trailer)
			Tires
			Wheels & Rims
			Landing Gear
			Hitch
			Safety Chains
			Straps
			Cab Clean
			Bed Clean
			Load Secured
			Trailer Brakes
			Coupling Devices
			Fifth Wheel
			Air Lines

Pre = Pre-Trip Inspection  
 Pst = Post-Trip Inspection  
 RR = Requires Repair

Remarks: \_\_\_\_\_

- Condition of Vehicle is Satisfactory
- Vehicle Requires Repair

**PK Contracting, Inc.**  
**248-362-2130**

**Safety Officer:**  
**Kurt Shea 269-207-2055**