
Chapter 1 : BASIC SAFETY & HEALTH POLICIES

INTRODUCTION/OVERVIEW

CUNNINGHAM PAVING is dedicated to providing a healthy and safe place of employment for all our employees and for the public at large in all of our operations. We have established procedures and policies in line with government mandated safety regulations as they pertain to our industry.

We all need to be familiar with the safety regulations and policies established to protect us in the workplace. Our hope is that this manual will make that important responsibility easier to fulfill by providing a summary of the most essential information we need to know concerning the various aspects of our daily work routine.

The manual provides an overview of basic **CUNNINGHAM PAVING** policies and programs related to safety, health, and accident prevention, as well as procedures to follow during OSHA inspections and accident investigations. It also sets forth the specific safety and health policies and regulations governing different areas of our work environment ranging from asbestos handling to welding safety.

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PRESIDENT'S LETTER

DATE: 6/26/15
SUBJECT: SAFETY PROGRAM
TO: ALL EMPLOYEES

It is **CUNNINGHAM PAVING's** policy to provide a safe and healthy place to work with the prevention of accidents being our ultimate goal at all times.

As a member of our organization, you automatically accept a moral obligation to fellow employees and an economic obligation to **CUNNINGHAM PAVING** to see that operations under your care, custody, and control are carried out in an efficient and safe manner.

Along with other responsibilities, safety consciousness must always exist in your thinking and planning. Because of this obligation, you must not only prevent obvious unsafe acts on the part of those you work with, but you must anticipate potential hazards. After an accident occurs, it is too late to prevent it. All employees must recognize that working in an unsafe manner is counter-productive. Most important, each employee is encouraged to demonstrate leadership ability by setting a good example.

To make our approach to safety more effective and uniform throughout the organization, you will be given written information that outlines and formalizes our Safety Program. We expect you to read this to help us in understanding and discharging our mutual responsibilities.

CUNNINGHAM PAVING

Tim Cunningham
President

SAFETY POLICY STATEMENT

CUNNINGHAM PAVING is dedicated to providing a healthy and safe place of employment for all our employees and for the public at large in all of our operations. Our safety rules governing the workplace have been established in accordance with the safety regulations of our industry.

Safety will take precedence over more expedient, unsafe operations. Every attempt will be made to provide equipment and create conditions that will make for a safe workplace.

We will provide safety education for our employees.

All employees and subcontractors are expected to read and understand the Rules of Safety that have been provided to them. Any employee who willfully disregards known safety practices will be subject to disciplinary action as set forth on the next page.

Any employee who has not been trained or believes that their training is inadequate must immediately notify their supervisor. No employee shall do any work for which training is required, until they have received the appropriate training and fully understand all applicable safety rules and procedures.

CUNNINGHAM PAVING

Tim Cunningham
President

DISCIPLINARY POLICY

CUNNINGHAM PAVING adopts the following progressive disciplinary policy. The policy is intended to ensure compliance by all **CUNNINGHAM PAVING** employees with **CUNNINGHAM PAVING's** Program for Safety and with safe and healthful work practices.

The disciplinary policy consists of two separate degrees of discipline. If an employee engages in conduct that is unlikely to result in a serious on-the-job injury or illness or death, but is conduct that is in violation of **CUNNINGHAM PAVING's** rules, the following discipline will occur:

First Occasion:	Verbal Warning (Job Foreman)
Second Occasion:	Verbal Warning with Memo to File (Job Foreman)
Third Occasion:	Written Warning (Job Foreman)
Fourth Occasion:	Termination (Owner/President)

If an employee engages in conduct that **could** result in serious on-the-job injury, illness, or death, and that conduct is contrary to **CUNNINGHAM PAVING** rules or is unsafe, whether or not it violates a specific **CUNNINGHAM PAVING** rule, the following discipline will occur:

First Occasion:	Verbal Warning (Foreman)
Second Occasion:	Written Warning (Foreman)
Third Occasion:	Termination (Owner/President)

CUNNINGHAM PAVING also maintains the right to immediately terminate an employee if his/her conduct poses an immediate threat to the safety or health of the employee or to any other employee.

