**TOOLBOX TOPICS: ANNUAL TRAINING DOCUMENTATION**

**DATE: APRIL 2019**  **PLANT #: _____________**

**ALL EMPLOYEES ARE REQUIRED TO PRINT & SIGN**

Send completed form to Ideal Office ATTN: Dustin once ALL employees have printed & signed each week certifying they’ve been informed and understand the training provided.

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What is a Coronavirus?
A family of viruses that can cause respiratory illness in people. Coronaviruses circulate among animals, including cattle, cats, and bats.

How is the Novel Coronavirus, COVID-19 Different from Other Coronaviruses?
Just like there are different types of related viruses that cause smallpox and chickenpox, different coronaviruses cause different diseases in people. The Severe Acute Respiratory Syndrome (SARS) coronavirus causes SARS and the Middle East Respiratory Syndrome (MERS) coronavirus causes MERS. The novel coronavirus, COVID-19 is one of seven types of known human coronaviruses. COVID-19, like the MERS and SARS coronaviruses, likely evolved from a virus previously found in animals. The remaining known coronaviruses cause a significant percentage of colds in adults and children, and these are not a serious threat for otherwise healthy adults.

What are the Signs and Symptoms of COVID-19 infection?
Patients with confirmed COVID-19 infection have reportedly had mild to severe respiratory illness with symptoms such as fever, cough, and shortness of breath. Symptoms may appear in as few as 2 days or as many as 14 days after exposure to the virus.

What Should I Do if I Think I Have Been Exposed to or Infected with COVID-19?
Alert your healthcare provider immediately if you think you may be infected with COVID-19, exposed to someone with the virus, or have signs/symptoms of infection. You are to report this information to your supervisor immediately as well.

How is COVID-19 Diagnosed?
Your healthcare provider can determine if your signs and symptoms are explained by other causes, or if there is reason to suspect you may have COVID-19. If laboratory testing is appropriate, your healthcare provider will collect and test any clinical specimens for diagnosis.

How is COVID-19 Treated?
No vaccine or specific treatment for COVID-19 infection is available. Hospitals can provide supportive care for infected people.

**SYMPTOMS OF CORONAVIRUS DISEASE 2019**
Patients with COVID-19 have experienced mild to severe respiratory illness.

**Symptoms** can include:
- **FEVER**
- **COUGH**
- **SHORTNESS OF BREATH**

*Symptoms may appear 2-14 days after exposure.*

**How does Coronavirus Spread?**
Infected people can spread Coronavirus through their respiratory secretions, especially when they cough or sneeze. Most likely among close contacts (about 6 feet).

It's currently unclear if a person can get Coronavirus by touching a surface or object that has the virus on it and then touching their own mouth, nose, or possibly their eyes.

**Avoid close contact with people who are sick.**

**Avoid touching your eyes, nose, and mouth.**

**Wash your hands often with soap and water for at least 20 seconds.**

**Stay home when you are sick, except to get medical care.**

**Cover your cough or sneeze with a tissue, then throw the tissue in the trash.**

**Clean and disinfect frequently touched objects and surfaces.**
Coronavirus or COVID-19 Pt. 2

Ideal Ready Mix Company, Inc.

Issue Date: APRIL 13, 2020

Coronavirus (or more accurately, COVID-19) is affecting all of us, either directly or indirectly. Although there is no vaccine available yet, there are steps you can take that will reduce the likelihood that you will get the virus. Your actions can also have an impact on the health of your co-workers, your family, and your community.

Just like you need to understand typical jobsite hazards like power tools or heavy equipment, you need to understand how COVID-19 creates a hazard for you. Current research indicates that COVID-19 spreads in two primary ways:

- when you're close to an infected person (within about six feet), and
- when tiny droplets from an infected person's cough or sneeze get into your mouth, nose, or eyes. Keep in mind that these droplets are tiny, often invisible, and you can't feel them.

How can you protect yourself? Here are three actions you can take to reduce the likelihood that you'll get infected:

1) **Keep your distance.** Try to stay about six feet away from anyone who’s sick. If there are cases of COVID-19 spreading in your community, try to stay at least six feet away from most people. When you can, stay home; that will keep you away from people who could be infected even if they don’t have any symptoms yet.

2) **Clean your hands often.** The best way to clean your hands is to wash them with soap and water for 20 seconds. If you can’t wash, rub a hand sanitizer that contains at least 60% alcohol over all the surfaces of your hands until they are dry.

3) **Avoid touching your eyes, nose, and mouth with unwashed hands.** Be mindful about keeping your hands away from your face.

How can you protect others? Even if you haven’t been exposed to the virus, the actions you take to slow its spread can help protect your family, co-workers, friends, and the elderly or vulnerable folks in your community. When we slow the spread, fewer people will become sick at any given time. This delay makes it possible for our healthcare system to take good care of everyone. Here’s what you can do:

1) **Cover coughs and sneezes with a tissue.** Then throw out the tissue and wash your hands. If you don’t have a tissue, cough into the inside of your elbow; make sure your mouth and nose are close to your elbow.

2) **Clean and disinfect.** Use a disinfecting wipe or spray and wipe down door handles, sink and toilet handles, shared tools, phones, etc.

3) **Stay home if you’re sick.** If you think you’ve been exposed to COVID-19, or if you have symptoms of the virus, call your healthcare provider. He or she will be able to give you specific and up-to-date information on what to do in your community.

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**SAFETY REMINDER:**

Social distancing is a good way to stay healthy.

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If you have fever, cough, or shortness of breath, call your healthcare provider. They may tell you to manage your care from home. Follow these tips:

1. **Stay home** from work, school, and away from other public places. If you must go out, avoid using any kind of public transportation, ridesharing, or taxis.
2. **Monitor your symptoms** carefully. If your symptoms get worse, call your healthcare provider immediately.
3. **Get rest and stay hydrated.**
4. **If you have a medical appointment,** call the healthcare provider ahead of time and tell them that you have or may have COVID-19.
5. **For medical emergencies,** call 911 and notify the dispatch personnel that you have or may have COVID-19.
6. **Cover your cough and sneezes.**
7. **Wash your hands often** with soap and water for at least 20 seconds or use a hand sanitizer that contains at least 60% alcohol.
8. **As much as possible,** stay in a specific room and away from other people in your home. Also, you should use a separate bathroom, if available. If you need to be around other people in or outside of the home, wear a facemask.
9. **Avoid sharing personal items** with other people in your household, like dishes, towels, and bedding.
10. **Clean all surfaces** that are touched often, like counters, tabletops, and doorknobs. Use household cleaning and disinfecting sprays or wipes according to the label instructions.

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**SOCIAL DISTANCING**

**HAVE TO GO OUT?** Keep 6 feet of distance between you and others whenever possible.

**WHY DOES IT MATTER?** It can help limit the spread of coronavirus (COVID-19).

**WHAT IS IT?** Remaining out of congregate settings, avoiding large crowds & gatherings.

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** Feeling Sick? **

Stay home when you are sick!

If you feel unwell or have the following symptoms please leave the building and contact your health care provider. Then follow up with your supervisor.

**DO NOT ENTER** if you have:

- FEVER
- COUGH
- SHORTNESS OF BREATH

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**STOP**

**6 FEET**

6 FEET
In order to use a fire extinguisher to save lives and property, you first have to know **how** to use it; then you have to know **when** you can use it effectively and safely. Take advantage of extinguisher training at work; it may be offered during orientation and possibly each year. Your local fire department may also offer fire safety training.

You should know how to use a fire extinguisher. Although we can’t do complete fire extinguisher training in a 5-minute Safety Meeting, we can review some key ideas in case you need to use an extinguisher:

- **First**, sound the fire alarm and call the fire department.
- Find a safe evacuation path before approaching the fire.
- Select the right type of extinguisher for the fire you’re fighting.
- Get close enough for the fire extinguisher to be effective. Use the P.A.S.S. technique (Pull, Aim, Squeeze, Sweep).
- Back away from an extinguished fire, in case it flares up again.
- Evacuate when the extinguisher is empty even if it seems like the fire is out.
- Evacuate if the fire expands beyond a small area.

Even if you’re trained to use a fire extinguisher and have one nearby, you have to decide whether to stay and fight the fire or evacuate immediately. Attempting to put out even a small fire is dangerous. The fire could get bigger or hotter. The fire, heat, or smoke could block your exit route. The smoke and/or toxic fumes from the fire could kill you.

**Evacuate immediately and do **not** fight a fire:**
- If the fire is too big.
- If the fire is hidden behind a wall or a ceiling.
- If you can’t fight the fire from a standing position.
- If the fire involves flammable solvents.
- If the air is not safe to breathe.
- If the fire can’t be fought without a respirator.
- If the fire is producing large quantities of toxic gases.
- If the air or the fire is so hot that you can’t get within 10 feet of the fire.
- If the smoke is reducing your visibility.
- If there is no safe evacuation route.

You can’t fight even a small fire if you don’t have quick access to the right kind of fire extinguisher. Today, take time to look around and locate all of the extinguishers in your area. Always be on the lookout for fire hazards.

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**FIRE EXTINGUISHER CLASSES**

**Ordinary Combustibles**

- **A Class**
  - Ordinary combustibles such as wood, cloth, paper, rubber and many plastics.

**Flammable Liquids**

- **B Class**
  - Flammable liquids such as gasoline, oil, grease, tar, oil-based paint, lacquer and flammable gas.

**Electrical Equipment**

- **C Class**
  - Energized electrical equipment including wiring, fuse boxes, circuit breakers, machinery and appliances.

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**SAFETY REMINDER**

Cooking—yes, cooking—is the leading cause of construction site structure fires. Don’t bring a camp stove, a grill, or microwave to work to cook your lunch.

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A fire needs three ingredients: fuel, a good supply of air, and an ignition source. You can prevent most fires by controlling these ingredients. The word **VICES** can help you remember how:

- V—Ventilation: Proper ventilation prevents fire by preventing vapors from accumulating.
- I—Ignition: Eliminate ignition sources or keep them far away from flammables.
- E—Exchange: Use materials that are less flammable or less combustible whenever possible.
- S—Separation: Keep flammables away from other processes. Store flammables in fireproof lockers or behind physical barriers or partitions.

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**SAFETY REMINDER**

Keep a fully-charged fire extinguisher nearby whenever you work with flammables.

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When it’s time to use a fire extinguisher, just remember **P.A.S.S.**

- **PULL** the pin.
- **AIM** the nozzle or hose at the base of the fire from the recommended safe distance.
- **SQUEEZE** the operating lever to discharge the fire extinguishing agent.
- **SWEEP** the nozzle or hose from side to side until the fire is out, starting at the recommended distance. Move forward or around the fire area as the fire diminishes. Watch the area in case of re-ignition.

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Steps to using a fire extinguisher:

**NOTIFY** Activate the building alarm system and dial 911 to notify the fire department, or have someone else make the call if you can’t.

**EVACUATE** Help people in immediate danger or incapable of exiting the building on their own without risking your own safety.

**EXTINGUISH** Extinguish the fire yourself after calling 911 and evacuating others from the building.
2020 CVSA ROADSIDE BLITZ: Tues. May 5 – Thurs. May 7

Driver Requirements & Vehicle Inspection

The Commercial Vehicle Safety Alliance’s Annual Roadcheck begins on Tues. May 5th – Thurs. May 7th, 2020. Over this 72-hour period, the DOT and State Troopers will conduct roadside inspections of CMV’s. Drivers can be chosen for a roadside inspection by probable cause or at random. This year’s focus are Driver Requirements and Vehicle Inspections.

1) Driver Requirements:
The inspector will collect and verify the driver’s documents, identify the motor carrier, examine the commercial driver’s license, check record of duty status and review periodic inspection report(s). In addition, the inspector will check the Medical Examiner’s Certificate and the driver’s daily vehicle inspection report. Inspectors will also check drivers for seat belt usage, illness, fatigue, and apparent alcohol and/or drug possession or impairment.

2) Level I Vehicle Inspection:
Includes checking critical vehicle inspection items such as: brake systems, cargo securement, coupling devices, driveline/driveshaft components, driver’s seat (missing), exhaust systems, frames, fuel systems, lighting devices, steering mechanisms, suspensions, tires, van and open-top trailer bodies, wheels, rims and hubs, and windshield wipers.

The CVSA also said these additional violations top the charts and will be specifically looked at during a 2020 Roadcheck inspection due to this year’s special emphasis:

- Failure to complete a pre-trip inspection on CMV;
- Failure to use a seatbelt;
- Inoperable Turn Light;
- Speeding; and
- Operating a CMV without a valid medical certificate.

PRE-TRIP INSPECTIONS

As a professional driver, completing your daily pre-trip inspection is an integral part of your job. Ensure your vehicle is safe to operate to prevent putting you or the general public at risk. Any defects with your vehicle needs to be addressed and fixed before leaving your location.

- BEFORE operating a CMV, a Driver is required to:
  - Perform & document a vehicle inspection before the vehicle leaves its location;
  - Inspection report must identify the CMV, list any defects which affects the safe operation of the vehicle; and
  - Signed by the driver of the vehicle.

- Paperwork is organized and up-to-date: pre-trip inspection, registration & insurance card, driver’s license, DOT Cert., IFTA sticker, etc.

- Clean Truck and Cab: positive start to inspection and gives a good impression to the inspector.

Remember: even if a driver receives a warning this still effects our CSA scores which plays an effect in your Safety Bonus.

Cell Phones & Seat Belts are a big push with the DOT. Stay off your phone. Wear your seat belt. Don’t speed. Obey traffic signals & road signs.

Common Driver Requirement Violations:
1. Seat Belt
2. Mobile Phone
3. Speeding 6-10 mph & Speeding 11-14 mph
4. Invalid Driver’s License
5. Expired DOT Medical Card

Common Vehicle Violations:
1. Inoperative Lamps and ABS Malfunction Lamp
2. No defective lighting or reflective devices
3. Brake hose/tubing chaffing and/or kinking
4. Tire Tread depth < 2/32 of an inch
5. Oil/Grease leak
6. Brake(s) out of adjustment
7. No proof of annual inspection
8. No/discharged/unsecured fire extinguisher
9. Stop lamp violations

Pre-Trip Inspections

Performing a proper pre-trip inspection of your vehicle is one of the most important duties of a truck driver. If you fail to conduct a thorough pre-trip inspection of your vehicle, on a daily basis, you are placing yourself as well as others in harm’s way.

Why are pre-trip inspections important?

Truck drivers have a moral and legal obligation to insure the safe working condition of their vehicle. Conducting a thorough inspection of the vehicle, prior to departure, allows the driver to check the mechanical and safety components of his/her vehicle such as:

- Tire inflation and tread depth.
- Fluid levels such as oil, coolant, power steering, etc.
- Remember, "leaks spell trouble".
- Brake system including adjustment, brake shoes, linkage, etc.
- Lights and reflectors — all are present, in working order, and clean.
- Steering system — check that components are not loose, no leaks, etc.
- Suspension systems — check for worn or loose parts, air leaks, etc.
- Coupling system — look for cracks in upper/lower plates, worn trailer kingpin, proper latching, no play in locking jaws, etc.
- Load securement — check that cargo is properly loaded and secured with doors properly latched.
- Assess yourself — are you mentally and physically fit for the day’s challenges?

Failure of any of the above can have serious consequences on the road. They can cause massive damage and be potentially deadly. When a driver short cuts the vehicle pre-trip inspection or not do one at all, they are placing their life as well as the lives of others at risk. Remember, staying safe is a big part of your job as your loved ones are depending on you to return home safely!!!