TOOLBOX TOPICS: ANNUAL TRAINING DOCUMENTATION

DATE: JULY 2020
PLANT #: 

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

WEEK 1: CVSA SAFE DRIVER WEEK

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WEEK 2: BACKING + USE OF SPOTTER

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WEEK 3: LADDERS

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WEEK 4: HAND SAFETY & PINCH POINTS

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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.

ALL EMPLOYEES have printed & signed each week certifying they've been informed and understand the training provided.
CVSA OPERATION SAFE DRIVER WEEK: JULY 12 – JULY 18, 2020

During Operation Safe Driver Week, law enforcement agencies across North America engage in heightened traffic safety enforcement and education aimed at combating unsafe driving behaviors by both commercial motor vehicle and passenger-vehicle drivers. Activities are held across the United States with the goal of increasing commercial vehicle traffic enforcement, safety belt enforcement, driver roadside inspections and driver regulatory compliance.

CVSA’s Operation Safe Driver Week aims to reduce high-risk driving behaviors through traffic enforcement strategies. To address the alarming trend of increased speeding on our roadways during the pandemic, CVSA selected speeding as the focus area for this year’s Operation Safe Driver Week. In addition to a focus on speeding, examples of other dangerous driver behaviors that law enforcement will track during Operation Safe Driver Week include:

- Distracted Driving
- Failure to use a Seatbelt
- Improper Lane Change
- Following too Closely
- Reckless or Aggressive Driving
- Failure to Obey Traffic Control Devices
- Evidence of Drunk or Drugged Driving

Of the more than 65,000 people killed in car crashes over the past 2 years, one in ten were in crashes where at least one of the drivers was distracted.

Of those distracted drivers, 62% were generally distracted, inattentive or “lost in thought” (daydreaming).

DESPITE THE RISK
45% of drivers said they had driven 10 mph over the speed limit on a residential street in the past month.
48% said they had driven 15 mph over the speed limit on a freeway.¹

WHY SPEEDING IS A BAD IDEA

13 seconds: Average time it takes most drivers to react (under the best conditions)
3 seconds: Reaction time of driver who is fatigued, distracted, or impaired by drugs or alcohol
Braking: The faster your vehicle is going, the farther you will travel while processing what is happening... and it will take longer to stop.

Loss of vehicle control. Motor vehicles are more difficult to maneuver at higher speeds – especially on corners or curves where evasive action is needed.

Higher speed = more severe crash. The higher the speed, the greater the energy that must be absorbed in a crash.

Safety device effectiveness. Air bags, seat belts and other features such as crumple zones and side member beams don’t work as well at higher impact speeds.

Injuries and death. The higher the speed, the higher the risk of crash and injury. If overall speeds are reduced by just 3 mph (5 km/h), the number of injury crashes could be reduced by about half.² For pedestrians, the average risk of death is 18% at an impact speed of 24 mph (38.6 km/h), 20% at 29.5 mph (47.5 km/h), 30% at 35.5 mph (57.2 km/h), 40% at 46.2 mph (74.3 km/h), and 50% at 56.4 mph (90.8 km/h).³

Expense. Speeding tickets can lead to higher insurance premiums, as well as license suspension, criminal record, or even loss of job.

FIVE SECONDS
is the average time your eyes are off the road while texting

At 55 mph, that’s enough time to cover the length of a football field.

WHAT SPEEDING COSTS

- $3,657 (2019)
- 31% of annual income
- 26 days in jail on average
- $644 vehicle damage
- 26 drivers convicted each week

SEVEN SECOND RULE FOR TRUCKS
A two-second difference can mean the difference between life and death for a pedestrian or other vehicle.

What distance does it take to stop a loaded Ready-Mix truck from 55 mph?

- 30 mph: 33’ - 67’
- 35 mph: 44’ - 125’
- 35 mph: 55’ - 233’
- 40 mph: 66’ - 360’
- 45 mph: 71’ - 454’
- 50 mph: 86’ - 690’
- 55 mph: 102’ - 919’
- 60 mph: 118’ - 1191’

Stopping Distance
Reaction Distance + Braking Distance = Stopping Distance

- Reaction Distance: 1.3 sec
- Braking Distance: 12 sec
- Total Stopping Distance: 13.3 sec
- Distance illuminated by low beam headlights
- At night, your headlights cannot follow the curve, hill, and dips in the road, so you must reduce your speed. Bad weather, unexpected obstacles, and other drivers also affect your driving and what you can see.
BACKING + USE OF SPOTTER

While backing up a vehicle is a basic function of driving, it presents many hazards that drivers face many times throughout their day that may frequently cause vehicle damage, property damage, and serious injuries by performing this task improperly. As a professional driver, backing is one of the main causes of accidents our vehicles are involved in. The high frequency of backing incidents are primarily due to the large blind spots to the side and rear of the truck and other vehicles or persons entering your blind spots unseen while you are backing up.

Company Policy: Backing + Use of a Spotter – drivers are required to have a spotter when the truck is in reverse at all times.

- Drivers are required to assign a spotter any time they must back up to a jobsite or pour.
- Both you and the contractor are responsible for this.
- Assigning a spotter places the responsibility onto the contractor to safely back you in/out of the jobsite in the event there is damage to equipment.
- Any time you’re backing you up and cannot see your spotter → STOP Immediately.

Responsibilities

Ideal Drivers: responsible for safely transporting concrete to contractors.
- Limited vision: depend on contractors for help
- Assign a Spotter: never back into a jobsite without a spotter assisting you.

Contractors: responsible for safely transporting our drivers into/out of their jobsite.
- Assign a Spotter to back our truck into their job site.
- Assist driver by getting truck in position for pour.

Review the following guidelines and insight for backing up equipment safely to prevent future backing incidents:

- Spotters: if you can’t see them, they can’t see you → instructed to STOP immediately.
- NO SPOTTER ASSIGNED…communicate this to the contractor so one can be assigned to you. If necessary, radio your plant manager for assistance so they can resolve this matter for you. MANAGERS → help your drivers out on this!!!
- AWARENESS…ALWAYS know what is behind you while driving, especially when backing up.
- Communicate to contractors and spotters to move equipment, vehicles, or other hazards that may be in your path.
- When backing do not solely rely on the mirrors for guidance or to judge distance. It’s important to use GOAL: Get Out And Look approach.
- When backing out of a job site or driveway, take a 10 second walk around your vehicle to ensure area is free from hazards.
- NEVER attempt to back close to an area without someone spotting and guiding you.
- DO NOT assume anyone can hear your back-up alarm & will move clear of your path when backing up. Ensure any person in the area is aware of your intention to back up before moving your vehicle.
- Keep your speed low when backing any vehicle. It is much easier to lose control of a vehicle when driving too fast in reverse.
- Loaded mixer has the “Right of Way”….stay out of the direct path of any vehicle backing up.

Remember: Ideal allows drivers to say ‘NO’ to a situation they don’t feel comfortable with. If a driver does not feel it is safe to do what a customer is asking, drivers can utilize the chain of command to prevent from being put in a situation where they may get injured or cause damage to equipment.

Mirrors: Mirror adjustment should be checked prior to the first load of your day. While sitting behind the steering wheel in your normal driving position, adjust each mirror so that on the inside edge you see the side of the vehicle body. Mirrors should NOT be relied upon to judge distance. To avoid a backing collision, it is important to use the Get Out And Look (G.O.A.L.) approach. If any potential obstacle may be hidden, get out and thoroughly check. Finally, back the unit up at the lowest speed possible.

Once at the job site - G.O.A.L.
G - GET • O - OUT • A - AND • L - LOOK

GET OUT AND LOOK for potential obstacles, adequate clearances (OVERHEAD POWER LINES) and communicate with site personnel and designated spotter before entering the job site.
- Know where you are going
- How are you going to get from the street to where you need to be
- Figure out another way to get into the job site if necessary
- Are there any underground utilities or overhead wires?
- Look for heavily moved soil, utility boxes and septic tanks or lift stations
- Look for hidden obstructions
- Rebar, lumber, nails or anything that can damage tires or your vehicle
- MUST HAVE A SPOTTER

NO ONE SHOULD BACK THEIR TRUCKS WITHOUT THE ASSISTANCE OF A GROUND GUIDE. When someone is assisting you, they must be clearly informed that your company policy holds drivers responsible for backing accidents; therefore, they are to USE THE ADVICE of their helper, NOT DEPEND upon them. If they back into a fixed object or otherwise have an accident, they will be held responsible despite the use of a helper. This includes other employees. In other words, a spotter, guide, or helper does not dismiss them from making a “circle of safety”, rather it enhances it. Now they can tell the spotter what to watch out for.
LADDERS: TYPES & REQUIREMENTS

Falls from portable ladders are still one of the leading causes of deaths and injuries on the job site. The three most common causes of ladder accidents are: 1) using the wrong ladder, 2) using a ladder that’s in poor condition, and 3) using a ladder improperly. Ladders come in many styles, sizes, and materials. Regardless of what kind of ladder you use, what it’s made of, and where you use it, you absolutely must know how to use it safely. It’s not hard, but it takes a little effort and attention.

Use the right tool for the job. Make sure you use the right type of ladder for the work you have planned. It’s dangerous to just grab the first ladder you see on the job site. If the ladder you choose is too short, you’re more likely to use the top rungs, which can cause the ladder to collapse. Instead, use a ladder that’s tall enough to reach your work surface safely. If the ladder you choose is aluminum, make sure you aren’t working with or near electricity. If you are working near electricity, use a fiberglass ladder. Fiberglass doesn’t conduct electricity, so you won’t get electrocuted. Choose wisely.

Be aware of the limits of the ladder. Look for a label on the ladder that shows its weight limit. If the weight limit of the ladder you choose is the same as the weight of all your tools, equipment, and materials, you might want to choose a different ladder.

Pre-use inspection. Inspect the ladder before you use it for any task. Look for visible defects that could make the ladder unsafe. Missing or damaged feet on the ladder could cause it to tip over or slip. Check that rungs are not bent, worn, cracked, or missing. Missing or damaged locking mechanisms can cause the ladder to collapse. Make sure the rails are in good condition. Remove damaged ladders from service and tag them “Do Not Use.”

Follow these safe work practices when using a ladder:
- Set up the ladder on a level, stable surface. Don’t try to make a ladder taller by setting it on blocks. Look up and check for power lines. Keep all ladders at least 10 feet away from power lines.
- Prevent slippage. Clean mud, grease, etc., off your boots before climbing a ladder.
- Face the ladder when you climb up and down. Maintain three points of contact at all times (two feet and one hand, or two hands and one foot). Don’t carry tools and materials while you climb. Hoist them up in a bucket once you’re at the top.
- Keep your body between the side rails. Don’t overreach. Reaching too far could make the ladder tip, and you could fall off.
- Never stand on the top two rungs of a stepladder or on the top three rungs of an extension ladder.
- Don’t try to “walk” a ladder while you’re on it. Climb down, move the ladder, and climb back up.

Superstition says it’s bad luck to walk under a ladder. Common sense says it’s just dangerous.

**OSHA’s Mandatory Safety Requirements for All Ladders**

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- **Supporting them:**
  - Maximum intended load.
- **Ladder rungs must be:**
  - 10 and 14 inches apart.

**EXCEPTIONS:**
- Metal:
  - Sledges
  - Elevator pit ladders
  - Telecommunication ladders

**Safety Reminder:**
- Ladders should have non-conductive side rails.
- Metal ladders should not be used where contact with a conductive pole, pipe, etc., that transmits electricity is prohibited.
- Damaged ladders should be labeled “Do Not Use” and removed from service.
- Do not climb a ladder that could fall or cause it to tip.

4 Steps For Safe Portable Ladder Use

1. **Inspect:** Check that the ladder extends 3 feet past the point of contact with the upper location. Move the ladder to keep the weight of the person and supplies between the ladder and the upper location. Inspect the ladder for any loose parts.
2. **Secure:** Secure the ladder with the proper equipment. Move the ladder to keep the weight of the person and supplies between the ladder and the upper location. Inspect the ladder for any loose parts.
3. **Climb:** Face the ladder, keeping 3 points of contact at all times.
HAND SAFETY & PINCH POINTS

A pinch point is produced as two objects are coming together, creating the possibility for a person or a body part to be caught between and injured by the moving objects. Pinch points commonly impact fingers and hands, but can impact any area of the body. The injury resulting from a pinch point could be as minor as a blister or severe enough to cause amputation or death. Conveyors, gears, loaders, compactors and other pieces of moving equipment are all examples of machinery with pinch points.

Common Causes of Injuries from Pinch Points
- Not paying attention to the location of hands and feet.
- Walking or working in areas with mobile equipment and fixed structures.
- Loose clothing, hair or jewelry getting caught in rotating parts or equipment.
- Poor condition of equipment and guarding.
- Dropping or carelessly handling materials and suspended loads.
- Not using the proper work procedures or tools for the task being performed.
- Reaching into moving equipment and machinery.

Safety Controls for Pinch Points
- Machine guarding. Verify all guarding is in place and effective.
- Personal Protective Equipment: Wear heavy-duty leather gloves, metacarpal guards, forearm guards, etc. (Note: Do not wear gloves around rotating machinery.)
- Pre-work inspection: Identify potential pinch points before starting work.
- Stay in employee-designated areas: Always make sure mobile equipment operators know your location.
- Lockout/Tagout: Always verify the equipment is de-energized before starting any maintenance work.
- Alertness: Be well-rested. Drowsiness leads to inattentive work habits and shortcuts.
- Operating manuals and work procedures: Always review these before starting work. Pinch points may also be identified in these documents.

Be Safe by Choice, Not by Chance.

Injuries May Occur When a Body Part Gets Caught in a Pinch Point
A pinch point is a place where it’s possible for a body part to be caught:
- Between moving and stationary machine parts.
- Catching fingers, hands, or feet in equipment, drums, or block forms while moving them.
- Slamming fingers or hands in a door or block form.
- Nipping fingers or hands with hand tools.
- Nipping fingers/hands on equipment with sliding parts or hinges.
- Nipping fingers or hands while closing a container.
- Getting clothing or jewelry tangled in a pinch point.

Look for Possible Pinch Points Before Starting Any Task
- Check equipment for areas where a body part could get caught.
- Plan the task to prevent pinch point injuries.

Lift, Carry, and Place Containers and Equipment Carefully
- Heavy or awkward can slip and trap hands or feet in a pinch point.
- Get help to move heavy or awkward items.