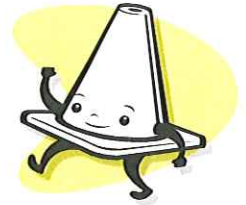




## Safety First with Melvin Benhoff Employees



### The TAKE TWO..... For Safety

“TAKE TWO” means that a person can work more safely by taking two minutes to think through a job before the job is started.

**T= Talk:** Have I talked with everyone involved with this job?

**A= Action:** Do I know the proper actions I need to follow to do this job safely?

**K= Knowledge:** Do I have the proper knowledge to do this job safely?

**E= Equipment:** Do I have the proper equipment, including the proper personal protective equipment, to do this job safely?



### Training Courses Offered

Don't forget to sign up for training classes in the production trailer topics are:

- ◆ Flagging
- ◆ Sediment & Erosion Control
- ◆ Superintendents Academy
- ◆ Confined Space Entry
- ◆ Blue Print Readings
- ◆ Surveying
- ◆ Heavy Equipment Familiarization
- ◆ First Aid CPR
- ◆ Trenching, Shoring

### Total Incidents 2nd Quarter March-June

Worker's Compensation	5
Automotive	4
Property Theft	1
Property Damage	6
General Liability	2
Inland Marine	3

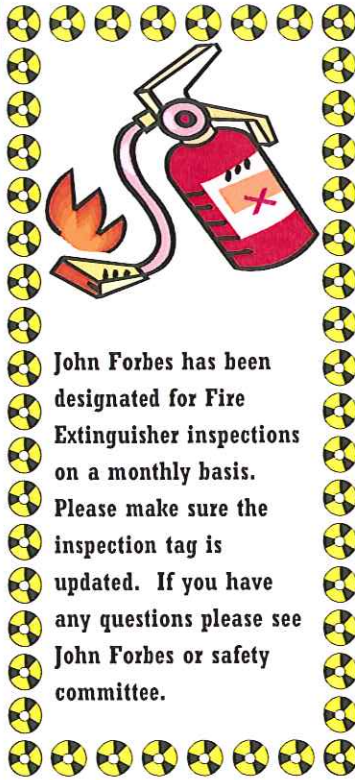
### Congratulations to the following Employees on 2nd Quarter Safety Awards!

- Earl Anderson
- David Arbogast
- James Arbogast
- Ronald Bolyard
- Geoffrey Bradshaw
- Darrell Chavis
- Jason Columbia
- Jack Couto
- Tyrell Dodd
- Charles Dotson
- Steven Drake
- John Forbes
- Reggie Goodman

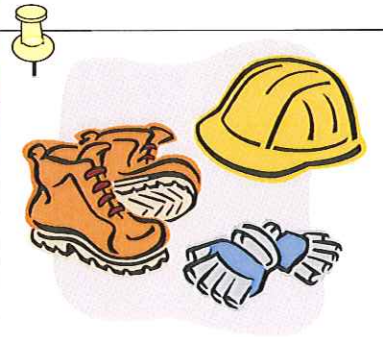
- Rogers Guy
- John Hall
- Justus Houseknecht
- Dodie Jackson
- Dennis Jacobs
- Thomas Juliano
- Alfred Kondilas
- Glen Leahey
- George McBride
- Mark McCullough
- Dane Metz
- Jerome Moore
- Ryan Parker

- Jason Pleiss
- Rob Quintavalle
- Julieann Reall
- Raymond Reddick
- Mark Schultz
- Tom Snow
- Anderson Taylor
- Michael Taylor
- Joe Thorton
- Robert Webb
- Carl Williams
- John Williams

**Thank You for all your Hard Work & Dedication!**



John Forbes has been designated for Fire Extinguisher inspections on a monthly basis. Please make sure the inspection tag is updated. If you have any questions please see John Forbes or safety committee.



**Remember  
to wear  
your  
Personal  
Protective  
Equipment!**



## Alcohol & Drug Free Policy

The company has vital interest in promoting a safe, healthy and efficient working environment for our employees, their co-workers, and the clients we serve. The company is deeply committed to the State of Maryland Drug Free Workplace Initiative. For those reasons the company has a strict drug and alcohol policy which **MUST** be followed.

**Pre-employment Testing-** All applicants are sent for testing prior to hiring.

**Random Testing-** This is done by an outside agency that randomly picks by social security number each month.

**Reasonable Suspicion Testing-** All Foreman & Superintendents are trained for reasonable suspicion. If they are suspicious of an employee they may take them for necessary testing.

**Post-Accident-** ANY employee who is engaged in an accident/incident no matter how big or small **MUST** go for necessary testing. Employees **ALSO MUST SEEK** medical attention as soon as possible.

## Emergency Procedure Plan for Utility Hits

Please remember to call Miss Utility before you dig.

Note: If test pits are done in areas marked and you hit any lines or if you hit lines in an unmarked area PLEASE DO THE FOLLOWING:

1. Make sure your crew is safe no one is injured and clear the area IMMEDIATELY.
2. Contact Joe Benedetta/Dallas Leasure IMMEDIATELY.
3. Call Superintendent IMMEDIATELY.
4. Document in your log book (i.e. date, time, location, etc.).
5. Take Pictures of the area struck.
6. Try to take up pictures with a ruler or tape measure laying along side the marks. This may show any incorrect markings.
7. When any damage control personnel arrive on site, ask him/her for their name or a card. Write down the truck number of his vehicle along with time and date. Show the area to him mention that you already taken pictures.
8. ALL information about this incident will be reported on an accident report, which you will complete the same day as the incident.. If possible, diagram the area on the accident report and note that pictures were taken.
9. Please give the accident report to Superintendent/Foreman.
10. Any pictures taken are to be given to Superintendent.