



**Berry Bros. General Contractors, Inc.
Corporate Policy Procedure**

**(HSE) Health, Safety & Environmental
Policies and Procedures Manual**

Issue Date: 3-3-2011

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Approver: Joe Berry

Section # 27

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FIT FOR DUTY / FATIGUE MANAGEMENT

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SUBPART A - PURPOSE


Occupational health concerns are a high priority at Berry Bros. General Contractors, Inc. and as such management wants to be assured that all applicants are physically able to perform their specific job duties. As such, pre-employment physicals are required for various positions and departments and will be given to applicants that are offered employment as required by their position or departments.

SUBPART B - PROCEDURES

Berry Bros. personnel with less than six (6) months tenure or less than six (6) months experience in a similar job type, requiring skill sets, will be considered a Short Service Employee (SSE). Therefore, employees not previously employed by Berry Bros., but with at least six (6) months of similar experience will be considered Short Service Employees until they have demonstrated their ability to perform their job functions in a safe and satisfactory manner.

Employees with specific skill sets will receive specific training tailored to their job. Examples may include: Welding, instrumentation, scaffold building, equipment operators, etc.

For more information refer to BBGCI's Short Service Employee policy.

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SUBPART C - DRUG & ALCOHOL TESTING

Berry Bros. General Contractors, Inc. is committed to providing a drug and alcohol free work environment. As such, drug and alcohol testing is performed as prescribed by DOT or host client requirements as follows:


- Pre-employment
- Random
- Post accident
- Reasonable cause
- Pre-access
- Upon return to duty

In addition, any employee who is currently taking medication whether prescribed by a physician or over the counter medication that may or could impair his/her ability to perform their job duties safely, shall report to their immediate supervisor the medications they are currently taking. Depending upon the medication and the warnings from the manufacturer, the employee could possibly be sent home or stopped from performing safety sensitive work.

Employees' activities and behaviors will be monitored to determine if removal from the job site is necessary. If removal is deemed necessary an employee will be required to submit to an alcohol and/or drug test when supervision determines that there is reasonable cause to believe that specific employee is using a prohibited drug/substance and/or under the influence of alcohol.

All supervisory personnel responsible for determining whether an employee must be alcohol and/or drug tested based on reasonable cause will complete a training program. This program will include the specific physical, behavioral, and performance indicators of probable alcohol and drug use and the implementation of BBGCI's policy on Alcohol and Drug use.

Employees will be discouraged from taking over-the-counter or prescription drugs to increase mental alertness. Studies have shown that once the effects of the

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medication wears off, fatigue will set in faster and injuries have been shown to increase.

SUBPART D - SAFE WORK PRACTICES

It is the intent of Berry Bros. General Contractors, Inc. to comply with all Federal, State, and Local laws without exception. We will maintain a Health, Safety and Environmental (HS&E) Program conforming to the best management practices and regulatory guidelines. In order to be successful, such a program must embody the proper attitude towards injury, illness, and pollution prevention not only on the part of supervisors and employees, but also between each employee and his or her coworkers. To do this, we must consistently be aware of the conditions of all work areas that can produce injuries or threaten the environment and follow safe work practices such as:

- Lockout / Tagout Procedures
- Hot work Permits
- Confine Space Permitting
- Process Safety Management
- Electrical Safety
- Operator Safety
- Safe Work Permits, etc.

Employees must be responsible for ensuring that they are physically and mentally fit to perform their job functions safely. As such, employees must take responsibility for their own safety as well as not reporting to work in a condition, such as being fatigued, as to endanger the safety of their fellow workers. When fatigued, employees must report their fatigue/tiredness to their supervisor and the supervisor must take appropriate actions to prevent a loss / injury from possibly occurring.

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SUBPART E - FATIGUE MANAGEMENT

BBGCI understands that employees that are fatigued are a danger to themselves as well as to their fellow co-workers. As such, BBGCI will provide initial and annual training on how to recognize fatigue and how to control fatigue through appropriate work and personal habits and the reporting of fatigue to supervisors.

Work Hours

BBGCI makes every effort to limit the amount of hours crews work, but generally does not allow them to work more than 14 hours a day unless approved by management.

Equipment

When necessary, BBGCI will provide the necessary equipment to help reduce fatigue such as anti-fatigue mats for standing, lift assist devices for repetitive lifting and other ergonomic devices as deemed appropriate and necessary. In addition, BBGCI will periodically evaluate the worksite and tasks to control fatigue.

Breaks

BBGCI recognizes and understands that fatigued employees are a risk/danger to themselves as well as other employees. As such periodic breaks will be given throughout the shift to help combat/control fatigue and increase mental alertness. When possible, breaks should be taken in an area where the employee can sit and cool down before returning to work.

Driving

When driving for company business over 4.5 hours/250 miles a minimum 15-30 minute rest stop is required every 4.5 hours of the trip (refer to 46 – Journey Management). BBGCI encourages all employees to take the following actions to stay say behind the wheel:

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1. Stay well rested and alert by getting at least 7-9 hours of sleep each day.
2. Plan your trip to include safe areas to take rest breaks and get nutritious food if necessary.
3. Maintain good health by avoiding sugar-rich and low-fiber carbohydrate foods (such as cookies, sweetened drinks, white bread, pasta)
4. Use Stop Work Authority at any time you feel it is unsafe for you or a coworker to continue driving.
5. In an emergency situation where you feel tired but must drive a little longer; pull over, drink a cup of coffee, and take a nap for 15-30 minutes before continuing.

SUBPART F - TRAINING

All employees will be advised of BBGCI's Drug and Alcohol policy during orientation and acknowledgement forms will be kept on file. All training records will be kept on file at the main office where that employee reports.

SUBPART G - RECORDKEEPING

All drug and alcohol records will be kept separate from the employee's personnel file and will be confidential and locked for security purposes. All training records will be kept in accordance with all local, state, federal, and client requirements accordingly.

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9/19/18

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Extended Work Hour Approval Form



This Form is to be signed by the corresponding Divisional Manager prior to the start of any job which has the potential to exceed the 14 hour workday limit (including drive time) set forth in [SWP – 27, Subpart E]. Once signed and approved, this form is to be kept onsite attached the Site Specific Safe Work Plan. Upon completion of this Job and/or extended work day period, this form is to be signed by the Divisional Manager again; effectively ending extended work days for this job.

Job Name: _____

Date: _____ Proposed End Date: _____

Divisional Manager: _____

Job Supervisor (PIC): _____

Estimated number of employees on job: _____

Total Estimated work Hours (including driving time): _____

Reason for Extended Work Days: _____

Job Description: _____

Job Supervisor (PIC): _____ Date: _____

Divisional Manager: _____ Date: _____

CLOSE OUT SIGNATURE: _____ Date: _____