



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

Issue Date: 03-28-08

Section # 76

Page: 1 of 12

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

Doc # SWP - 76

Approver: Joe Berry

Revision: 10

Title: **VEHICULAR OPERATIONS**

| CONTENTS | SUBPART |
|--|---------|
| PURPOSE/SCOPE | A |
| INTRODUCTION | B |
| RESPONSIBILITES | C |
| QUALIFICATIONS AND PROCEDURES | D |
| GENERAL VEHICLE SAFETY RULES | E |
| VIOLATIONS AND ACCIDENTS | F |
| IDENTIFYING POTENTIAL HAZARDS | G |
| VISIBILITY | H |
| PARKING | I |
| LEAVING VEHICLES RUNNING WHILE UNATTENDED | J |
| REDUCING CARBON MONOXIDE FUMES | K |
| DISABLED VEHICLES / VEHICLES ON JACKS | L |
| JUMP STARTING A VEHICLE | M |
| REFUELING GUIDELINES | N |
| VEHICLE MAINTENANCE / MECHANICAL CONDITION | O |
| TRAILERS / LOAD SECUREMENT | P |


SUBPART A - PURPOSE/SCOPE:

The purpose of this policy and procedure is to provide a standard and guidance to ensure the safe operation of company vehicles and employee owned vehicles. In addition, this program will provide guidance and standards in vehicle maintenance.

SUBPART B - INTRODUCTION:

To be effective, every employee assigned a company vehicle and those employees that use their own vehicles for company business must be made aware of this program. In addition, all operators of company-owned vehicles and all leased vehicles must practice defensive driving and attend a defensive driving course every three years that the company will pay for.

Driving a company vehicle is a privilege and not a right. Remember that driving privileges are subject to the discretion of the management of Berry Bros. as well as that of our insurance carrier.

| | | |
|--|--|-----------------------------|
|  | <p style="text-align: center;">Berry Bros. General Contractors, Inc. Corporate Policy Procedure</p> <p style="text-align: center;">(HSE) Health, Safety & Environmental Policies and Procedures Manual</p> | |
| Issue Date: 03-28-08 | | Section # 76 |
| Page: 2 of 12 | | Doc # SWP - 76 |
| Approver: Joe Berry | | Revision: 10 |
| Title: | | VEHICULAR OPERATIONS |

Lastly, only the President of Berry Bros. and the HS&E / Risk Management Departments can assign driving privileges, supervisors do not have the authority to make that decision. These privileges can be revoked for failure to comply with this policy.

SUBPART C - RESPONSIBILITIES

The **driver** is responsible for all of the following for his/her company assigned vehicle or personal vehicle if used for company business:

- ensuring that **all loads are secured**. No matter what they are and the size of the object. (ice chests, lunch boxes, tool boxes, equipment, etc.).
- ensure the vehicle/trailer being used is in good working order before transporting any cargo
- ensure that the vehicle is equipped with all up-to-date inspections, fire extinguisher, first aid kit, registration and a current insurance card is in the vehicle at all times.
- driver should complete a JSEA prior to commencing any loading / unloading activities.
- driver is responsible for ensuring that the tailgate, doors, tarpaulins, spare tire and other equipment is secured before leaving the yard, jobsite, or home.
- all vehicles not equipped with day time driving lights shall turn their lights on to drive.

All personnel including drivers are empowered to (and required to) exercise stop work authority for any operations that they deem to be unsafe while loading and unloading and securing their loads.

SUBPART D - QUALIFICATIONS AND PROCEDURES:

- All operators of company owned and leased vehicles must possess a valid and current driver/operator license.
- All operators/drivers, upon hire or assignment as an operator/driver, must have a Motor Vehicle Report (MVR) checked and annually thereafter.
- The operator/driver will not be qualified to operate a company or their personal vehicle for company use if their MVR report shows the following:
 - One or more Type A violation in a 60-month period.
 - Includes, but not limited to, DWI, DUI, OUI, or refusing a substance test. Charges of reckless driving, manslaughter, hit & run, eluding police, any felony, drag racing, having or driving with a suspended license.



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

Issue Date: 03-28-08

Section # 76

Page: 3 of 12

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

Doc # SWP - 76

Approver: Joe Berry


Revision: 10

Title: **VEHICULAR OPERATIONS**

- Two or more Type B violations in a 36-month period
 - o Includes all vehicle accidents regardless of fault
- Three or more Type C violations in a 36-month period
 - o Includes non-moving violations: illegal parking, equipment violations, obstructing traffic, failure to display registration or driver's license.
- One Type B and two Type C violations in a 36-month period.

The rules stated below apply to those employees who use their own personal vehicle, through prior authorization, for company business. In addition, any employee using their personal vehicle on a **regular basis** for company business will be required to provide a certificate of insurance naming Berry Bros. General Contractors, Inc as an additional insured on the policy and carry a minimum coverage of 100/300/100.

- All operators should be in good physical condition and meet the following requirements:
 - o Drivers must be 21 years of age to operate a company owned vehicle.
 - o Hearing and sight must be adequate for specific operation.
 - o A history of seizures or any medical condition that could be detrimental to the safe operation of a company vehicle or a private vehicle being used for company business shall be sufficient reason for disqualification.
- All drivers are required to sit through National Safety Council Defensive Driving Course in order to be approved to drive. This is a 4 hour course covering multiple aspects of safe driving and how to identify and safely deal with potential road hazards. A refresher for this course will be given to each approved driver every 2 years.
- All current and newly approved drivers will be required to undergo BBGCI's Vehicular Operations and trailering Orientation / Training course to become familiarized with BBGCI's requirements and expectations of driving a company vehicle with or without an attached trailer.
- The HS&E / Risk Management Departments will maintain a current approved driver list and will be responsible for running current MVR's on employees. If an employee is not on the approved list, they are not allowed to drive a company owned vehicle or their private vehicle and conduct company business without prior authorization from management.

| | | |
|--|---|----------------|
|  | Berry Bros. General Contractors, Inc. Corporate Policy Procedure (HSE) Health, Safety & Environmental Policies and Procedures Manual | |
| Issue Date: 03-28-08 | | Section # 76 |
| Page: 4 of 12 | | Doc # SWP - 76 |
| Approver: Joe Berry | | Revision: 10 |
| Title: VEHICULAR OPERATIONS | | |

SUBPART E - GENERAL VEHICLE SAFETY RULES:

- Drivers and passengers must wear seat belts at all times in company owned vehicles.
- No more than three people/individuals may ride in the front seat of a vehicle.
- The operator of the vehicle is responsible for the safety of the passengers.
- The driver is responsible to drive at a speed consistent with the conditions and within posted speed limits at all times.
- Maintain a safe distance between vehicles while driving.
- No passengers are allowed to ride in the rear bed of vehicles.
- The engine must be turned off when refueling the vehicle.
- Parking brakes should be securely set on unattended parked vehicles and keys removed from the ignition.
- All loads where applicable will be secured and within the manufacturers' specifications and legal limits of the vehicle so as the material will not shift or fall.
- All drivers must perform a daily Non-documented walk around inspection of their vehicle to ensure all safety features are in working condition – lights, blinkers, tires, oil, etc.
- If any equipment is unsafe, the vehicle is not to be used and the condition shall be immediately reported by the driver to his supervisor and documented on the monthly vehicle inspection.
- Watch for overhead clearances.
- There should be no overhang on the sides of any vehicle, and when material extends four feet beyond the rear of a vehicle, a red flag must be attached to the extreme end of the material.
- A spotter shall be assigned to direct the backing of a vehicle in a congested area.
- Do not exit or enter the vehicle until it has come to a full stop.
- All personnel must be out of the cab and clear of the truck while it is being loaded by power equipment.
- Use of a cellular phone or any type of hand-held communication devices while driving, other than those devices that incorporate “hands-free” or wireless technology is prohibited. If the operator must use a cellular phone without supplemental devices, then they must pull over and park the vehicle in a safe area prior to using the cellular phone. Under no circumstances will drivers be allowed to text message while driving.



Berry Bros. General Contractors, Inc. Corporate
Policy Procedure

Issue Date: 03-28-08

Section # 76

Page: 5 of 12

Doc # SWP - 76

Approver: Joe Berry

Revision: 10


Title:

VEHICULAR OPERATIONS

NOTE: *In some cases, the client's requirements will be different from BBGCI. In those instances, will we follow the client's rules and regulations; such as pulling over to a safe area, turning off the vehicle, and then using the cell-phone. Please be aware that some clients do not allow the use of hands-free technology.*

- At no time will alcohol, narcotics, or firearms / contraband be carried in a company vehicle or leased vehicle on company business.
- **NO SMOKING** in any company vehicles will be allowed.
- Company owned vehicles **are not to be used for personal use** without prior authorization from Corporate. This means they are to be driven from home t-o work and used as necessary on or at work and then from work to home only!!!!
- Under no circumstances are vehicles to stop at bars!!!!
- Family members are not allowed to drive company vehicles without prior authorization from Corporate.
- **No unauthorized passengers or hitchhikers will be allowed in the company vehicle.**
- All company vehicles whether assigned or pool vehicles will be kept clean of litter and debris. It is the drivers' responsibility to assure the vehicle remains clean.
- All vehicles will drive with lights on at all times. All vehicles not equipped with day time driving lights shall turn their lights on to drive.
- Authorized drivers will not operate any company vehicle or equipment while under the influence of alcohol, prescription drugs or over the counter medications that could or might impair their driving ability.
- The vehicle shall be used for its designed intended purpose only.
- The use of UTV for company purpose, must be approved by BBGCI Corporate Management. Only employees that have permission from their divisional manager and who have had the appropriate training are to operate these vehicles.
- All proper Safety components must be installed (i.e minimum 3-part seatbelt harness, headrests, lights and roll cage) and inspected prior to use.

Note: More and more clients are requiring that drivers back-in to parking spots rather than pulling straight in. It will be your responsibility to know when this is needed. (Shell, BP, ConocoPhillips, etc.)

| | | |
|--|---|----------------|
|  | Berry Bros. General Contractors, Inc. Corporate Policy Procedure (HSE) Health, Safety & Environmental Policies and Procedures Manual | |
| Issue Date: 03-28-08 | | Section # 76 |
| Page: 6 of 12 | | Doc # SWP - 76 |
| Approver: Joe Berry | | Revision: 10 |
| Title: VEHICULAR OPERATIONS | | |

SUBPART F - VIOLATIONS AND ACCIDENTS:

- Operators will immediately report all traffic violations and/or accidents occurring while driving a company vehicle/equipment to their respective supervisor and notify the HS&E / Risk Management Departments by calling 1-800-747-8771 or 985-384-8770.
- In the event of an accident involving any damage either an internal or external investigation report will be generated subject to the HS&E/ Risk Management Departments and the supervisor. Depending upon the outcome of the investigation report the employee involved may have to report within eight (8) hours, for a drug test, as outlined in the company's Drug and Alcohol Policy. In the event the driver was determined to be at fault, the driver will be responsible for the first \$500 in damages. In addition, the employee may be required to complete within thirty (30) days a defensive driving course at their own expense. (National Safety Council, Computer Base Module, etc)
- An insurance questionnaire must be filled out immediately and turned in to the home office for filing. All papers shall be located in glove box.

All BBGCI vehicles are equipped with Internal Vehicular Monitoring Systems (IVMS), monitored by Fleet Complete. In the event one of these systems become faulty resulting from employee tampering; disciplinary actions will be taken with the possibility of termination.

The IVMS monitors speeding, rapid acceleration, harsh breaking, idle hours, as well as full GPS tracking. Violation of any of these stipulations and general traffic laws can and will result in disciplinary action up to revoked driving privileges and/or termination. Consultation with all drivers of their violations will be documented and kept on record. Driving privileges will be revoked from any driver sustaining multiple violations along with possible employee termination.

SUBPART G - IDENTIFYING POTENTIAL HAZARDS:

All trips should be assessed as to whether they are absolutely necessary or not. If a safer means of travel, or a safer route, can be taken then it is the driver's responsibility to identify this and carry it out.



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

Issue Date: 03-28-08

Section # 76

Page: 7 of 12

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

Doc # SWP - 76

Approver: Joe Berry

Revision: 10

Title: **VEHICULAR OPERATIONS**

- First: Eliminate the Journey.
- Second: Change to a lower Risk transportation mode (air, rail, marine).
- Third: Apply Vehicle Controls.
- Fourth: Administrative and procedural Controls that guide Driver and passenger behavior including Driver Competence requirements and Journey management. A driver should walk around the vehicle to look for potential hazards before entering and driving the vehicle.
- Before driving, all windows should be cleared of any materials such as:
 - Frost/ice
 - Mud
 - Dew

Note: Clearing only a small place on the windshield does not allow the proper visibility.

SUBPART H - VISIBILITY:

Wide angle or fisheye mirrors are recommended because they greatly improve visibility in blind spots. When visibility is limited or a vehicle is to be maneuvered in a confined area, help should be obtained from someone who has an unobstructed view.

SUBPART I - PARKING:

Vehicles should be properly parked. When possible, they should be parked so that no backing is required when leaving, unless doing so creates a greater hazard. Vehicles should not be parked in areas that interfere with traffic flow or operating activities such as: working forklifts, cranes, and trucks, etc.


Parking Manual Transmission Vehicles:

When parking manual transmission vehicles, the transmission must be placed in reverse or first gear and the parking brake set.

Parking Automatic Transmission Vehicles:

When parking automatic transmission vehicles, the transmission must be placed in the PARK position.

Note: It is not recommended that the parking brake be set in cold weather environments. The use of the parking brake may not be feasible due to the potential for the brake to freeze in a locked position.

| | | |
|--|---|----------------|
|  | Berry Bros. General Contractors, Inc. Corporate Policy Procedure (HSE) Health, Safety & Environmental Policies and Procedures Manual | |
| Issue Date: 03-28-08 | | Section # 76 |
| Page: 8 of 12 | | Doc # SWP - 76 |
| Approver: Joe Berry | | Revision: 10 |
| Title: VEHICULAR OPERATIONS | | |

SUBPART J - LEAVING VEHICLES RUNNING WHILE UNATTENDED:

The engines of unoccupied vehicles should normally be turned off. However, there are situations when the vehicle should be left running for a short period of time. When the situation dictates that the vehicle should be left running for any period of time, the vehicle parking brake must be set and automatic transmissions must be placed in the PARK position.

SUBPART K - REDUCING CARBON MONOXIDE FUMES:

To ensure carbon monoxide fumes do not accumulate, adequate ventilation must be provided while the engine is running in a closed area. Even when in an open area, care must be taken to ensure carbon monoxide fumes do not accumulate in the riding spaces through a leaking exhaust system.

SUBPART L - DISABLED VEHICLES/VEHICLES ON JACKS:

Whenever a vehicle is raised with a jack:

- The wheel diagonally opposite the wheel being raised must be chocked and the parking brake set before a vehicle is raised with a jack.
- Personnel working on vehicles should keep hands, feet, and body clear to avoid injury in the event of jack failure.

Notes: Follow the manufacturer’s instructions in the owner’s manual.

SUBPART M - JUMP STARTING A VEHICLE:

Follow the manufacturer’s instructions in the owner’s manual.

Notes: Safety glasses must be worn while attempting to jump-start a vehicle and be careful of rotating engine parts when doing so.

SUBPART N - REFUELING GUIDELINES:

No gasoline or diesel fuel should be added to the fuel tank of a motor vehicle while the engine is running. If a refueling vehicle is equipped with an engine, the engine of that unit should also be shut off unless its power is needed to deliver the fuel.

Smoking is prohibited near the vehicle being refueled.



Berry Bros. General Contractors, Inc. Corporate Policy Procedure

Issue Date: 03-28-08

Section # 76

Page: 9 of 12

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

Doc # SWP - 76

Approver: Joe Berry

Revision: 10

Title: VEHICULAR OPERATIONS

Static electricity, although more prevalent in colder climates, can cause flash fires at gas pumps due to persons re-entering the vehicle during the refueling process, and then touching the fueling nozzle afterwards. This situation can be avoided if re-entering the vehicle is avoided. Always refuel portable containers while they are on the ground.

SUBPART O - VEHICLE MAINTENANCE/MECHANICAL CONDITION:

Vehicles must be kept in good mechanical condition as outlined in the manufacturer’s specifications and a weekly vehicle inspection report must be conducted the first working day of each month prior to using the vehicle. The reports are to be turned into your immediate supervisor and forwarded to the HS&E / Risk Management Departments for tracking purposes.

Particular attention should be given to:

- Brakes
- Signals
- Lights
- Horns
- Windshield wipers
- Seat belts / shoulder harnesses
- Warning lights
- Engine fluids
- Tires
- Fire extinguisher
- First aid kit

These inspections are to be uploaded into Fleetio on a weekly basis to monitor critical vehicular information. This system notifies the assigned driver and mechanic when it is time for fluid change, tire rotation, yearly inspection etc.

SUBPART P – TRAILERS / LOAD SECUREMENT

All BBGCI drivers are required to check out any trailer that may be used for transportation of materials to and from the job site by contacting the fleet management department at their respective location.

A Trailer Inspection / Load Securement Form must be filled out and verified before leaving the yard.

Employees towing a trailer are required to drive with their headlights switch to the “ON” position prior to leaving BBGCI or client property.

Disciplinary actions will be taken against any employee who takes a trailer from a BBGCI office/yard without



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

Issue Date: 03-28-08

Section # 76

Page: 10 of 12

Doc # SWP - 76

Approver: Joe Berry

Revision: 10

Title: **VEHICULAR OPERATIONS**

**ALL TRAILERS MUST BE INSPECTED PRIOR TO LEAVING BBGCI /
CLIENT PROPERTY**

Inspection Checklist

- Tail lights
- Blinker lights
- License plate and light
- Tires
- Chains
- Load securing equipment
- GPS

LOAD SECUREMENT

All equipment and material transported for BBGCI either by pick-up, flatbed, or trailer must be:


- properly and securely restrained to the vehicle in which it is being transported
- fully compliant with applicable Federal / State / Local regulations

General Loading and Unloading Requirements

- Cargo must be completely immobilized and secured on or within the transport vehicle using chains, straps, dunnage, or rope.
- Chocks, wedges, a cradle or equivalent must be used to restrain cargo capable of rolling.
- Cargo securement devices must not come loose during transit.
- Cargo placed beside each other and secured by transverse tie-downs must either be:
 - Placed in direct contact with each other or
 - Prevented from shifting towards each other while in transit.
- If straps are used to secure the cargo and is subject to abrasion, edge protection resistant to abrasion, cutting, and crushing must be used. (Edge protection composed of paper is prohibited).

Center of Gravity

- Cargo must be secured to the performance criteria with attention to the center of gravity.
- If the height of the object is greater than its base, the center of gravity must be properly derived before request of transport.

| | | |
|--|---|----------------|
|  | Berry Bros. General Contractors, Inc. Corporate Policy Procedure (HSE) Health, Safety & Environmental Policies and Procedures Manual | |
| Issue Date: 03-28-08 | | Section # 76 |
| Page: 11 of 12 | | Doc # SWP - 76 |
| Approver: Joe Berry | | Revision: 10 |
| Title: VEHICULAR OPERATIONS | | |

Restraint Requirements

Working Load Limit

- The working load limit (WLL) or safe working limit (SWL) is the maximum load that may be placed on any component of a cargo securement system during normal service. All devices must be clearly marked as such with WLL marking.
- The total WLL of a cargo securement system must be at least 100% of the weight of the article being transported.
 - Note: The total WLL is the sum of the WLL of each chain and / or straps used to secure the article. For example, a 20,000 pound article of cargo must be secured using chain / or slings with a combined working load limit of 20,000 pounds or more.
- The working load limit of any restraining device used to secure cargo must not be exceeded.
- Any restraining device not marked by the manufacturer with its working load limit will be considered to have a working load limit of the lowest grade or classification for the type and size of the component being used.

Chains and Devices

- Chains must be at a minimum 5/16", grade 70 transport chain meeting NACM specifications.
- If securing with chains, use at least four chains in a cross bind pattern (this pattern restrains movement in any direction). Additional restraining devices must be used if necessary.
- Chains must be applied to a load such that the angle is more than 45° from horizontal or vertical.
- The ratchet style load binder is the only approved binder for securement. Lever-style binders to secure loads are prohibited as the stored energy of these devices introduces the potential for serious injury when released the handle.
-

Nylon Straps

- Straps must be nylon and at least 4 inches wide to secure items on trailer decks and flatbed trucks..
- The driver may use 2 inch nylon straps when securing cargo in the back of a pick-up trucks or inside of baskets or containers.
- Nylon straps used to secure the load must be placed in the immediate proximity of each support point.
- Whenever possible, straps should be run between the rub rail and the trailer for added protection.



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

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

Issue Date: 03-28-08

Page: 12 of 12

Approver: Joe Berry

Section # 76

Doc # SWP - 76

Revision: 10

Title: **VEHICULAR OPERATIONS**

- For loads with tubular goods greater than 5” in diameter there must at least 2 straps per loaded layer for all goods.
- For loads with tubular goods 5” or less in diameter there must be at least 1 strap per loaded layer in a staggered sequence form layer to layer.
- To complete the securement of tubular goods, there must at least four straps over the entire load.

Revision Date: 3-28-08 / 2-19-09 / 6-04-09/
1-27-10 / 6-16-11 / 8-5-13 / 4-30-14 / 2-25-16
9-9-18 / 9-20-2019

Approved By: Safety Committee
