

# CHAPTER 42

## FLEET SAFETY PROGRAM

### INTRODUCTION

HTS AmeriTek is strongly committed to a sound and thorough defensive driving policy. Those principles include emphasis on the following elements:

- Good vision
- Alertness
- Sound judgment
- Fast reactions

Our policy will be implemented as follows:

- Initial training of new hires (before active employment begins)
- Periodic performance checks

Retraining will include the following: Review of all safe operating procedures, FMCSR's, company policies, and video tapes annually.

While there are no regulatory requirements that mandate the existence of a Defensive Driving Policy, it makes excellent business sense to have such a policy in place. Underlying the policy is our corporation's strong commitment to safety on the highways.

While operating company vehicles, drivers should always drive in the safest and most professional manner possible. Likelihood of accidents will be minimized, and a positive image for the company will be promoted in the eyes of the general public. Specifically, our drivers must operate company vehicles in accordance with all provisions of FMCSR Part 392 – Driving of Motor Vehicles.

Many factors impact the operation of vehicles on the roadways. They include:

- Light levels
- Weather
- Pavement condition
- Traffic conditions
- Mechanical condition
- Operator condition

A successful defensive driver exhibits five main qualities: extensive knowledge, alertness, good judgment, foresight, and driving skill. The core concepts of defensive driving are:

- Recognize the hazard.
- Understand the defense.
- Act in time.

### DRIVING PROCEDURES

#### INTERSECTION

Besides the driver's own skill level, intersections also demand anticipation of the actions of other drivers and taking appropriate evasive action.

#### BACKING

Backing is an extremely hazardous maneuver. The driver shall use assistance while backing of equipment, with the help of a guide, the ultimate responsibility for the safety of the backing maneuver remains with the driver.

### FRONT-END COLLISIONS

The primary way to avoid front-end collisions is by maintaining a safe and adequate following distance. Drivers must be prepared for possible obstructions on the roadway, either in plain sight or hidden by curves or the crests of hills. A special situation occurs at night, when speed should be kept to a level that will allow the driver to stop within the distance illuminated by the headlights of the vehicle.

### REAR-END COLLISIONS

Drivers may risk being struck from behind if they do not maintain an adequate margin of safety in their own following distance. If enough space is not allowed in front of a vehicle, chances of someone colliding with you from the rear dramatically increase.

### PASSING

Failure to pass safely indicates faulty judgment on a driver's part, and failure to consider one or more of the factors that need to be checked:

- Is there enough room ahead?
- Is there adequate space to move back into your lane of traffic after passing?
- Have you signaled your intentions?

### BEING PASSED

Drivers must be aware of the actions of other drivers, and give way if another driver begins to sideswipe you or to cut you off.

### ENCROACHING ON OTHER TRAFFIC LANES

Observant defensive drivers will not usually get trapped when other drivers change lanes abruptly. In the same matter, entrapment in merging traffic can be successfully avoided with a little preplanning and willingness to yield. Blind spots are not valid excuses for this kind of accident – allowances must be made in areas of limited sight distance.

### RAILROAD GRADE CROSSINGS

Driving across railroad crossings, or in areas where there are rail vehicles of some sort demands special care. Careful observance of the traffic situation is your best defense.

### TURNING

Turning, like passing, is a dangerous maneuver, and demands special care and an observant eye from a defensive driver. Drivers should be aware of other vehicles in their paths, and of the configuration of the turn they are about to undertake.

### **PEDESTRIANS**

A sensible defensive driver will always assume that if there is a pedestrian (or small vehicle of some sort) involved, slowing down is the best defense. Be certain to give people and small vehicles the benefit of the doubt.

### **EXTREME WEATHER AND ROAD CONDITIONS**

The best rule in any kind of bad weather or extreme road condition is to get off the road safely and as soon as possible. If the driver must continue, slowing way down and increasing following distance is the best defense, along with increased awareness. All HTS AmeriTek drivers will be educated on the dangers of, and the Company's expectations for, driving in the following extreme weather and road conditions.

HTS AmeriTek expectation that applies to all of the below situations is that drivers are required to contact their immediate supervisor or night dispatch in the event a delay caused by weather or other road conditions will affect pick-up or delivery schedules.

### **Fog**

Fog reduces drivers' visibility and impairs their distance perception, making it perhaps the most dangerous type of extreme weather conditions. Because of this, it is HTS AmeriTek policy that, whenever possible, drivers are to avoid driving in foggy conditions by pulling off the road and safely parking until such time as the fog dissipates or is burned off. If drivers cannot safely pull off the road, the following procedures will be followed:

- Drivers should never assume the depth or thickness of any fog. Fog can range from a momentary blurring of the windshield to being several miles thick.
- Drivers should slow the vehicle's speed. Reduction in speed should be done gradually in order to avoid becoming a hazard for other motorists. Determining the correct and safe speed depends on the thickness of the fog, and will be left to the individual driver's best judgment.
- Drivers are to use low-beam headlights only when driving in fog. Low-beams serve two purposes: They help our drivers see the immediate roadway, and also allow other motorists to see our drivers.
- Drivers should make use of windshield wipers and the defroster when driving in fog. Driving in foggy conditions will cause a constant fine mist of water on the vehicle's windshield, reducing visibility in the process. Using the windshield wipers and defroster will alleviate this condition.
- Drivers are to avoid passing other vehicles while driving in fog.
- Drivers are to avoid stopping on any roadway while driving in foggy conditions unless absolutely necessary. If the driver must stop, use the emergency or breakdown lane, activate the emergency flashers, turn off the headlights, and follow HTS AmeriTek breakdown procedures. (See [Vehicle Breakdown and Road Repair](#) policy.)

## **RAIN**

Rain causes roadways to become slippery, especially when it first begins. Roadways are covered with a thin layer of oil and other residues. When rain mixes with this layer, it results in an extremely slippery and dangerous road surface. This condition remains until additional rain can break down and wash away the oily mixture from the pavement. This process can take anywhere from a few minutes to several hours, depending on the intensity of the rain.

Water on the road can also create the potential hazard of hydroplaning. The faster a vehicle travels on standing water, the greater the chance of hydroplaning; reducing speed is the best and safest way to avoid hydroplaning.

Rain also reduces driver visibility. Because rain presents these hazards, HTS AmeriTek drivers are expected to adhere to the following procedures when driving in rainy conditions:

- Drivers should slow the vehicle's speed to avoid hydroplaning. Reduction in speed should be done gradually in order to avoid becoming a hazard for other motorists. Determining the correct and safe speed depends on how heavy the rain is, and will be left to the driver's best judgment.
- Drivers are expected to increase their following distance from other motorists. Since rain causes the road surface to become slippery, drivers need to allow for greater stopping distance if the need to stop arises.
- Drivers should make use of windshield wipers and the defroster when driving in rain. Driving in rainy conditions will cause a constant film of water on the vehicle's windshield, reducing visibility in the process. Using the windshield wipers and defroster will alleviate this condition.
- Drivers are to avoid passing other vehicles while driving in rain. In addition, drivers are encouraged to follow other vehicles at a safe distance since vehicles traveling ahead will throw water off the pavement and leave "tracks" Driving in these tracks will give our drivers the best possible traction under rainy conditions.

## **SNOW**

Snow, depending on the type and severity, can present a variety of dangerous conditions. Because of this, the following procedures have been developed for this defensive driving policy:

- Light, powdery snow presents few problems, since it is quickly blown off the road surface. However, if there is enough of this type of snow to cover the roadway, it will form a slick, smooth surface. Drivers should reduce speed and increase following distance. Determining the correct speed and safe following distance will be left to the individual driver's best judgment.
- Heavier, slushy snow can affect vehicle control. If snow becomes hard-packed, it can cause an ice hazard on the road surface. Again, drivers should reduce speed and increase following distance. Determining the correct speed and safe following distance will be left to the individual driver's best judgment.

- All slow maneuvers such as starting out, steering, backing, and turning should be done smoothly and with extreme care to minimize skids and slides.
- Falling or blowing snow can greatly reduce visibility. In addition, falling and blowing snow can make it hard to see the road, road markings, road signs, and off ramps. If a driver must continue in snowy conditions, reducing speed and increasing following distance are the best techniques a driver can use to maintain vehicle control.
- As with driving in foggy conditions, the use of high-beam headlights while driving in snowy conditions should be avoided at all times. The high shooting light will reflect off falling and blowing snow back at the driver, further reducing visibility.
- In extreme conditions, chains may be necessary.

## **ICE**

All HTS AmeriTek drivers need to be aware of changes in road surface conditions that may affect their vehicle's traction. To help our drivers, HTS AmeriTek has developed the following procedures for driving on icy roads for this defensive driving policy:

- As with all extreme weather conditions, if a driver must continue, the safest techniques to employ are to reduce speed and increase following distance. But of these two, increasing following distance is the most important. Depending on the temperature and road conditions, stopping distance (distance needed to come to a complete stop) on icy roads can increase four to ten times versus stopping from the same speed on a dry road.
- Bridges and overpasses are other areas drivers are to give special attention. Ice will tend to form first on bridges and overpasses because cold air circulates both above and below these structures, causing the temperature to drop more rapidly than on normal roads. Any moisture on the road surface of a bridge or overpass will freeze quicker and harder than elsewhere on the road. Extreme caution and a reduction in speed should be used by all HTS AmeriTek drivers while traveling over bridges and overpasses.

## **NIGHT DRIVING**

All HTS AmeriTek drivers need to be aware of the potential hazards presented by driving at night. These hazards include fatigue, reduced visibility, poor lighting, other (impaired) motorists, and animals on the road. To help our driver better prepare for driving at night, HTS AmeriTek has developed the following procedures for this defensive driving policy:

- Fatigue is perhaps the most dangerous hazard of driving at night. Nothing we do at HTS AmeriTek is worth anyone getting hurt. Fatigue usually sets in at night, but a tired driver, at any time of day, is an unsafe driver. Fatigue reduces drivers' reaction time and perception. All drivers are to review the following fatigue warning signs:
  - Your eyes close or go out of focus by themselves.
  - You can't stop yawning.
  - You are experiencing trouble keeping your head up.
  - You experience short-term memory loss. (you can't remember the last several miles)
  - You thoughts wander, or you begin to daydream.
  - You start drifting into other lanes of traffic, tailgate, or miss traffic signs.
  - You experience an inability to maintain a constant rate of speed.
  - You must jerk the steering wheel hard to correct a drift and get back into your lane.

If you experience any of these signs, get off the road immediately and get some rest.

- Reduced visibility is a hazard of driving at night. At night, visual acuity (degree of perception) and peripheral vision (side vision) are reduced, and the eyes may have difficulty adjusting from light to darkness. These factors all contribute to reduced visibility while driving at night. The best and safest techniques to counteract these night driving hazards are to reduce speed and increase following distance. Reducing speed is also the best way to prevent drivers from "out driving" their headlights.
- Poor lighting on the open highway or on rural roads is another hazard HTS AmeriTek drivers are to be made aware of. At night, with poor or no lighting aside from the vehicle's headlights, hazards in the road are much more difficult to see and avoid. Drivers are to reduce speed and use extra caution when traveling on poorly lit or unfamiliar roads.

- Impaired motorists (drunk drivers) are a hazard to everyone on the road. HTS AmeriTek drivers should be especially cautious when driving between the hours of midnight and 0300 (typical bar and tavern closing times). Drivers should be wary of motorists driving in an erratic manner, including weaving in and out of traffic lanes, having difficulty maintaining a constant rate of speed, or braking suddenly. If HTS AmeriTek drivers suspect they are sharing the road with an impaired motorist, they are to reduce speed, let the motorist pass, and increase following distance.
- Animals on the road present another kind of hazard while driving at night. HTS AmeriTek drivers are to be especially alert when driving on roadways lined by woods or tall grass. Animals, particularly deer, can jump out in front of an on-coming vehicle with little or no warning. The best techniques to avoid collisions with animals are to not out drive the vehicle headlights and to reduce speed. If a collision with an animal is unavoidable, drivers are instructed to drive “through” the animal. This will help prevent a jackknife- or rollover-type accident.

## **ROAD CONSTRUCTION**

HTS AmeriTek realizes that chances are good that, from time to time, our drivers will be faced with having to drive on roadways that are being repaired or under construction. Road construction presents several hazards. Because of this, our drivers are expected to approach road construction work zones the same way they would any adverse driving situation and follow these procedures:

- Drivers will be expected to reduce speed and maintain a safe following distance.
- Drivers are expected to drive at or under all special or reduced posted speed limits while traveling through road construction work zones. Safe following distance will be left to the individual driver’s best judgment.
- Drivers should be constantly aware of their immediate surroundings, anticipate the possible actions of motorists, and expect sudden stops.
- Drivers should watch for construction workers or vehicles crossing the roadway.
- Drivers are expected to use the lane furthest from the construction zone when possible.
- Drivers are to avoid sudden lane changes and to use headlights and four-way flashers when traveling through construction zones.

## **ROAD HAZARDS**

HTS AmeriTek drivers should be aware of the potential danger of encountering various types of road hazards, including:

- Soft shoulders or severe pavement drop-offs that can cause rollover-type accidents.
- Road debris such as tire re-caps, metal or lumber can cause severe damage to tires, tire rims, electrical systems, and brake lines. Drivers for HTS AmeriTek should be aware of the road ahead to identify potential road debris early and take safe and appropriate avoidance maneuvers.

## **UNDERPASSES**

Hitting a bridge, underpass, or viaduct is a danger our drivers need to be constantly aware of. This type of accident, often referred to as “topping” a trailer, is always preventable. HTS AmeriTek drivers need to be aware that the posted height of an underpass is not always accurate. Re-paving and packed snow can reduce the clearance of an overpass. In addition, an empty trailer will ride higher than when it is loaded. Drivers are expected to make thorough trip plans and, when in doubt of the clearance of an underpass, to get out and make a visual inspection or find and alternate route.

## **FIXED OBJECTS AND SPECIAL INTERSECTIONS**

A good defensive driver will observe items in the area around the vehicle which might cause problems. Checking to be certain there is adequate clearance is the primary thing to watch. In the areas of driveways, alleyways, or plant entrances, the effective defensive driver will analyze the situation carefully, slow down, sound a warning when appropriate, and be ready to yield to the other driver involved.

## **PHYSICAL AND MENTAL CONDITION**

The Company expects its drivers to manage their physical and mental condition well. That above all means maintaining a positive attitude when behind the wheel, and taking good care of their physical health. Fatigue is an especially dangerous factor to be aware of.

## **FOLLOWING DISTANCE**

Tailgating is probably the single most common complaint lodged by the general driving public against truck drivers. Here are some following distance guidelines:

- 3-second interval at speeds up to 40 mph.
- 4-second interval at any speed over 44 mph.
- Add extra time in bad weather or poor road conditions.
- Add extra following distance if you are being tailgated.

## **DRIVING SPEED**

Drive consistent with posted speed limits with regard given to existing traffic, weather, and highway conditions. Never overdrive your headlights at night. That means you should be able to stop safely in the distance you can see clearly in your headlights.

## **RIGHT OF WAY**

A defensive driver should never attempt to exercise the right-of-way principle. Let the other driver go first. Keep to the right except to pass, or when getting into position for making a left turn. In town, when you enter a main thoroughfare from a side street, alley, driveway, or a highway ramp, make a full stop at any crosswalk, then another full stop before actually moving into traffic.

## **MEETING OTHER VEHICLES**

Keep to the right when meeting other vehicles on a roadway. If a vehicle approaches on your side of the road, slow down and pull to the right as far as you safely can. If you have to take this kind of evasive action, and have actually gone off the highway onto the shoulder, be certain you slow the vehicle down sufficiently before you attempt to come back onto the highway. Never pull to the left to avoid an oncoming vehicle.

When merging onto a highway, HTS AmeriTek drivers are expected to:

- Signal early
- Be patient and watch for an opening
- Build speed and merge smoothly
- Check mirrors constantly

When exiting a highway, HTS AmeriTek drivers are expected to:

- Signal and change into the right-hand lane early and safely
- Signal intentions to exit early
- Check mirrors constantly
- Reduce speed and exit

## **CURVES AND TURNS**

The biggest thing to remember in successfully negotiating curves and turns is to slow down. That way, you will be able to make any needed adjustments in steering, etc. as required.

## **DRIVER CONDUCT AND APPEARANCE STANDARDS**

All drivers for HTS AmeriTek are expected to dress, look, and act like professionals. Maintaining a positive, professional, and safe public image is extremely important. Our drivers are our most visible company representatives to the motoring public and to our customers, and need to maintain the highest personal appearance and conduct standards.

Drivers for HTS AmeriTek are expected to follow all Company policies and procedures, and abide by all plant safety rules while at customer locations. HTS AmeriTek drivers are also expected to be courteous, cooperative, and respectful at all times while at customer locations, and should expect the same treatment in return.

If a conflict does arise at a customer location, drivers are not expected to resolve the issue themselves. In these situations, drivers are to contact their supervisor or HTS AmeriTek Customer Service Representative immediately for assistance in resolving the conflict.

### **Driver's Log Checklist**

1. All corrections must be initialed, neatly crossed out, and legible.
2. All fuel stops must be noted in 'Remarks' section as "on duty, not driving".
3. Driver Vehicle Inspection Report (DVIR) must be filled out completely.
4. Pre-Trip and Post-Trip inspections must be noted in remarks section at the beginning and end of trip and posted as "on duty, not driving".
5. All mechanical problems found while driving or during Pre- or Post-Trip inspections must be noted on the DVIR and taken care of as soon as possible.
6. All roadside inspections, weigh station inspections, and violation/citation stops must be recorded on the log grid and in the 'Remarks' section. Such stops are recorded on Line 4 of the grid.
7. All illegal substance testing shall be recorded on the log and posted as "on duty, not driving" for the actual amount of time from the issuance of notice to return to terminal.
8. Driver will keep a current log book to the last Change of Duty Status at all times.
9. Driver will keep dispatch informed of available hours before and upon dispatch to location.
10. Drivers are to turn all citation/violations and accident information in to the Safety Office upon incidence or issuance.
11. Drivers are to fill in all blanks on a log page. The driver signature is to be readable and a full name signature is required. The log page is to be legible in its entirety.
12. Every Change of Duty Status is to include a city and state.
13. A driver may not drive more than 10 hours following 8 consecutive hours off duty/in the sleeper, or 2 breaks in the sleeper in which the minimum is 2 hours.
14. A driver may not drive after having been on duty for 15 hours following 8 consecutive hours off duty.
15. A driver may not drive after being on duty 70 hours in any 7 consecutive days.

### **PERSONAL SAFETY POLICY**

HTS AmeriTek's first concern is for the safety, health and well-being of its employees. Therefore, this policy has been created to help ensure our employees remain safe and secure in their individual roles. This policy and its related procedures will cover the following topics:

- Expected employee safe conduct and behavior
- General workplace safety
- Personal safety and security procedures (driver specific)
- Back safety and proper lifting techniques
- Slips, trips, and fall protection procedures

### **EXPECTED EMPLOYEE SAFE CONDUCT AND BEHAVIOR**

HTS AmeriTek expects its employees to behave and conduct themselves in a safe and responsible manner at all times. Employees who engage in activities that are considered unsafe, reckless, or threaten the safety of others will be subject to disciplinary action up to and including termination of employment, depending on the severity of the individual infraction.

### **General Workplace Safety**

HTS AmeriTek believes that the safety of our employees is of utmost importance, and will help drive the quality of our service, the productivity of our employees, and the profitability of the company. Maintenance of safe operating procedures at all times is of both monetary and human value, with the human value being far greater to the employer, the employee, and the community. Therefore, the Company will be guided by the following safety principles.

HTS AmeriTek believes:

- All injuries and accidents are preventable through the establishment and compliance with safe work procedures.

- The prevention of bodily (lost-time) injury and safeguarding of health are the first consideration in all workplace activities, and are the responsibility of every employee at every level.
- Written safety policies describing the safe work practices and procedures to be followed in all workplace activities are an essential element of the overall workplace safety program. All employees at every level are responsible for knowing and following all Company safety policies and related procedures.
- Off the job, all employees should be similarly safe and demonstrate awareness of potential hazards.

### **Statement of Employer Responsibilities**

HTS AmeriTek is responsible to provide a safe work environment for all of its employees. It is the policy of the company to provide a place of employment reasonable free from hazards that may cause illness, injury, or death to associates.

It is also this company's policy to establish an effective and continuous safety program incorporating educational and monitoring procedures maintained to teach safety, correct deficiencies, and provide a safe, clean working environment.

All Company supervisors, managers, directors, and officers are responsible for the enforcement of safety policies and practices. They will ensure that:

- Their staff members are trained in appropriate safety procedures. Individual safety files are maintained by the Safety Department for all associates.
- They notify the responsible safety personnel, and complete the necessary forms if an accident or work-related health problem occurs in their department.
- Equipment and property within their area of responsibility is maintained in a safe and hazard-free condition.

### **Statement of Employee Responsibilities**

Company employees are responsible to follow safety rules, policies and related procedures, and work safely at all times.

All company employees have a responsibility to themselves and to the Company for their safety and the safety of co-workers. All employees are required to:

- Comply with all federal, state, and local rules and regulations relevant to their work.
- Observe all Company rules and regulations related to the efficient and safe performance of their work.
- Integrate safety into each job function and live by this philosophy in the performance of job duties.
- Report or correct unsafe equipment and practices.
- Report any incidents that occur while on the job.

### **Statement of Supervisor's Responsibility to Recognize and Discipline Violators of Company Safety Rules, Policies, and Related Procedures**

Company supervisors are directly responsible for the enforcement of all company safety policies and practices. They must ensure that employees under their direct supervision are trained in appropriate safety practices and procedures, and that they follow safe work practices at all time while performing daily work activities.

If an employee is found to be violating safe work practices or procedures, the supervisor is responsible for disciplining the employee and reinforcing the correct safe behavior or activity. Discipline will depend on the severity of the safety rule infraction, and can range from a verbal reprimand to a written warning to suspension or even termination.

### **Safety Department Responsibilities**

The Safety Department is responsible for:

- The written Hazard Communication program, and the general "Right to Know" training (the general training, not chemical-specific) for all associates.
- Developing, completing, and filing all necessary documentation and/or reports to meet local, state, and federal reporting and recordkeeping requirements, and working with local and state agencies as needed.

- Maintaining the master MSDS binder, and ensuring that departmental/area MSDS binders are kept up-to-date.
- Completing all employee/driver Hazardous Material training (if required).

### **Explanation of the Disciplinary System for Noncompliance with Safety Rules**

Upon violation of any Company safety rule, the violating employee will be disciplined. The list of possible disciplinary actions includes:

- Verbal Reprimand – An informal discussion of the incorrect behavior should take place as soon as possible after the supervisor has knowledge of the safety misconduct. All verbal reprimands are to be documented, including a date and signature of all involved parties.
- Written Reprimand – A written form documenting the safety misconduct, to be presented to the employee and placed in the employee’s personnel file.
- Probation – A trial period during which the employee is given specific rules and goals to meet, during which, if s/he cannot meet the rules and goals, s/he is subject to termination.
- Suspension – A period of time during which the employee is barred from attending work and during which the employee is not paid.
- Dismissal/Termination of Employment – The permanent separation of an employee from the Company, initiated for disciplinary reasons or safety misconduct.

The severity of the discipline will be in direct correlation to the severity of the safety violation. Injury or damage is not necessary constituent to warrant disciplinary action. It is the violation of the rule itself and not necessarily its end result that is the subject of possible disciplinary action.

### **Statement of Intention to comply with all Governmental Regulations**

HTS AmeriTek will comply with appropriate safety and security laws and regulations such as those established by:

- The Occupational Safety and Health Administration (OSHA)
- The Environmental Protection Agency (EPA)
- The Department of Transportation (DOT)
- All other applicable federal, state, and local safety and health regulations.

### **Personal Safety and Security Procedures (Driver-Specific)**

Drivers are often an easy target for theft while out on the road. The driver, alone and in unfamiliar territory, is often the favorite victim of thieves and hijackers. Company drivers are expected to exercise extreme care and caution with regard to their personal safety and well-being. All drivers for HTS AmeriTek shall use the following guidelines to reduce the risk of becoming a victim while out on the road.

#### **In Transit** – Drivers are expected to:

- Maintain regular contact with the company (dispatch) by regularly calling or messaging.
- Report any unusual or suspicious activity immediately.
- Plan breaks and stops at reputable and established truck stops or rest areas where other trucks are present.
- When possible, vary routes and schedules (if on dedicated assignments). This means not stopping at the same truck stop or rest area on the same day or at the same time.
- Never stop or park on dark roads, alleys, or other deserted areas while waiting to make a pick-up or delivery.
- Never discuss the contents of cargo with anyone outside of the company, and be extremely suspicious of strangers asking about load contents or destinations. Drivers are to immediately report this type of incident to the company (immediate supervisor) as soon as possible.
- Be conscious of following vehicles, especially right after pick-up.
- Be suspicious of individuals signaling drivers to stop because of a traffic accident in which they claim our driver was involved. This is a common tactic used by hijackers to get the vehicle to stop. (If this happens and Company drivers are unsure that an accident has actually occurred, drive to a well-lit intersection or nearest police station.)

### **Worst Case Scenario – Drivers are instructed to:**

- Cooperate and do as instructed in the event of an actual hijacking situation. The personal safety of our employees is our first priority.
- Notify the police immediately following the incident, and then notify HTS AmeriTek.

### **Back Safety and Proper Lifting Techniques**

Back safety awareness and safe lifting guidelines are necessary due to the prevalence and severity of back injuries throughout all industries. Backs can be injured by improper lifting, falling, stretching, overextending, and other workplace mishaps. Of these, using improper lifting techniques (as in hand-loading and unloading activities) are the largest single cause of back pain, strain, and injury. To reduce the incidence of back injury, the Company had instituted, and all Company employees will be trained in, the following proper lifting techniques (procedures) and other back safety measures.

HTS AmeriTek requires these procedures to be followed to provide a safe working environment, and to protect the health of all our employees. The Company has implemented these procedures on safe lifting practices to ensure that all employees are trained to protect themselves from the hazards of improper lifting practices.

The effectiveness of the back safety procedure depends on the active support and involvement of all employees. The following points outline safe and proper lifting techniques that will be taught to all employees to minimize their risk of back injury and pain. Lifting remains an important function despite the level of mechanization found in the workplace today, so attention must be directed toward safe lifting practices.

All employees of HTS AmeriTek will be trained in, and expected to adhere to, the following lifting techniques when they are required to perform any lifting activity as part of their job duties. When required to perform lifting activities, Company employees are expected to:

- **Size up the load before lifting** – Test by lifting or pushing a corner of the object. If it's heavy or feels too clumsy, get a mechanical aid or help from a coworker. When in doubt, Company employees are expected to obtain help and to never attempt lifting alone.
- **Bend the knees** – Bending of the knees is the single most important aspect of any lifting activity. When performing a lift, Company employees shall:
  - Place feet close to the object, and center their body over the object.
  - Get a good, firm handhold.
  - Lift straight up, smoothly, and let legs do most of the work.
  - Avoid overreaching or stretching to pick up or set down an object.
  - Avoid twisting or turning of the body once the lift has been made.
  - Make sure beforehand that a clear path is available to carry the object.
  - Set the object down properly, keeping the back straight at all times.
  - Always push, not pull, objects when possible.
  - Change the lifting situation if possible to minimize a lifting hazard.

Additional lifting (loading and unloading) expectations include:

- If the object is too long or awkward, Company employees are required to get help.
- Splitting the load into several smaller tasks to achieve manageable lifting weight.
- Avoiding lifts from below the knees or above the shoulders by using mechanical aids.

Other work-related back safety issues include:

- **Extended Sitting/Standing** – Our drivers' role requires long hours of sitting behind the wheel. This condition can create back trouble. When possible, HTS AmeriTek requests that its drivers stretch frequently in order to reduce lower back strain.
- **Poor Physical Condition** – An employee's physical condition can lead to back pain. Being overweight can cause extra strain on the spine. An estimate is that every extra pound up front puts 10 pounds of strain on the back. Being out of shape or overweight increases the chances for chronic back pain. Infrequent exercise is a major factor, too. A sudden strain on generally unused back muscles lead to trouble,

particularly when there is a sudden twisting or turning of the back. HTS AmeriTek requests that its employees exercise regularly and maintain a proper diet.

- **Stress Factor** – Stress can lead to back pain. Tied in with an individual's general physical condition, stress created from work or play can cause muscle spasms that affect the spinal nerve network. Although stress is part of everyone's life, and a certain amount of stress is normal, excessive stress causes backache. HTS AmeriTek requests that its employees strive to achieve a proper life/work balance.
- **Entering/Exiting Vehicles** – Drivers (and all other Company personnel) are expected to enter and exit Company vehicles using three points of contact at all times. Jumping from any vehicle or other equipment is strictly prohibited.