

Commitment to Safety



Transportation Employee Safety Manual

**U S Logistics &
Consulting Corp.**

An Employee Guide to Safety Policies and Procedures

We support a safety-conscious work environment

Employee Safety Responsibilities

U S Logistics Corp. recognizes that our people drive the business. As our most critical resource, employees will be safeguarded through training, provision of appropriate work surroundings and procedures that foster protection of health and safety. All work conducted by U S Logistics Corp. employees will take into account the intent of this policy. No duty, no matter what its perceived result, will be deemed more important than employee health and safety.

U S Logistics Corp. is firmly committed to the safety of our employees. We are committed to providing a safe working environment for all employees and will do everything possible to prevent workplace accidents.

We value our employees not only as employees, but also as human beings critical to the success of their families, the local community. U S Logistics Corp. employees are encouraged to report any unsafe work practices or safety hazards encountered on the job. All accidents and incidents, no matter how slight, are to be immediately reported to the supervisor on duty.

A key factor in implementing this policy will be the strict compliance to all applicable federal, state, local and facility policies and procedures. Failure to comply with these policies may result in disciplinary actions.

U S Logistics Corp. will make every reasonable effort to provide a safe and healthful workplace that is free from any recognized or known potential hazards. Additionally, U S Logistics Corp. subscribes to these principles:

1. All accidents are preventable through implementation of effective safety and health control policies and programs.
2. Safety and health controls are a major part of our work every day.
3. Accident prevention is good business. It minimizes human suffering, promotes better working conditions for everyone, holds U S Logistics Corp. in higher regard with customer(s) and increases productivity. This is U S Logistics Corp. will comply with all safety and health regulations that apply to the course and scope of operations.
4. Management is responsible for providing the safest possible workplace for employees. Consequently, management of U S Logistics Corp. is committed to allocating and providing all of the resources needed to promote and effectively implement this safety policy.
5. Employees are responsible for following safe work practices, facility rules and for preventing accidents and injuries. Management will establish lines of communication to solicit and receive comments, information, suggestions and assistance from employees where safety and health are concerned.
6. Management and supervisors of U S Logistics Corp. are to set a positive example with good attitudes and strong commitment to safety and health in the workplace. Management will monitor performance, safety, working environments and conditions to ensure that program objectives are achieved.
7. Our safety program applies to all employees and persons affected or associated in any way with our company operations. Everyone's goal must be to constantly improve safety awareness, to prevent accidents and injuries.

Everyone at U S Logistics Corp. must be involved and committed to safety. This must be a team effort. Together, we can prevent accidents and injuries, keeping each other safe and healthy in the workplace.

General Manager

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The primary responsibility of the employees of U S Logistics Corp. is to perform his or her duties in a safe manner in order to prevent injury to themselves and others.

As a condition of employment, employees must become familiar with, observe and obey U S Logistics Corp. rules and established policies for health, safety and the prevention of injuries while at work. Additionally, employees must learn the approved safe practices and procedures that apply to their work.

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Before beginning special work or new assignments, an employee should review applicable and appropriate safety rules.

If an employee has any questions about how a task should be done safely, they are under instruction **NOT** to begin the task until they discuss the situation with safety instructor. Together, they will determine the safe way to do the job.

If, after discussing a safety situation with safety instructor, an employee still has questions or concerns; the employee is required to contact the Safety Manager.

NO EMPLOYEE IS EVER REQUIRED to perform work that he or she believes is unsafe or that likely to cause injury or a health risk to themselves or others.

Continued on the next page...

Initials: _____

General Safety Rules

Conduct:

Horseplay and practical jokes are prohibited. Employees are required to work in an injury-free manner displaying accepted levels of behavior. Conduct that places the employee or others at risk, or that threatens or intimidates others, is forbidden.

COMMERCIAL DRIVER DRUG AND ALCOHOL POLICY

Policy Statement

This policy states the position of U S Logistics Corp. hereafter referred to as the company) regarding the use of alcohol and drugs in our workplaces or of company premises while conducting Company business. Employees are expected and required to report to work on time and in suitable mental and physical condition for work. It is our intent and obligation to provide a healthy, safe, and drug-free work environment.

The unlawful manufacture, distribution, possession, or use of a controlled substance and/or alcohol on company premises, in Company vehicles, or while conducting Company business off Company premises is prohibited. Violation of this policy will result in disciplinary action, up to and including termination. The Company recognizes alcohol and drug abuse as a potential health and safety issue and encourages employees to seek help. A conscientious effort to seek such help by itself will not jeopardize any employee's job. Employees must, as a condition of employment, abide by the terms of this policy and report any conviction under a criminal drug or alcohol statute for violations occurring on company premises, in Company Vehicles, or while conducting company business off premises. A report of a conviction, guilty plea or plea of no contest, must be made within five (5) days after conviction or plea by the court. Definitions

- A. **Employee** this policy applies to all employees in the service of the Company for compensation who are required to hold and maintain a CDL as a condition of employment or who receives a reimbursement in part or whole for securing a CDL or intermittent or occasional drivers shall be subject to random testing conducted pursuant to Federal law and regulations of title 49 code of Federal Regulations, Part 383. All Company employees are subject to pre-employment, random, reasonable suspicion, post-accident, return-to-duty and follow-up testing conducted pursuant to such law and regulations and this policy.
- B. **Prospective employee** means any person who has made application for employment with the Company, who is subject to the commercial driver's license requirements of Title 49 code of Federal Regulations, Part 383, and/or any person who has been offered a position with the company. Applicants who are offered a position with the company are subject to pre-employment, controlled substances testing as a condition of employment.
- C. **Commercial motor vehicle** means a motor vehicle or combination of motor vehicles used in commerce to transport passengers or property if the motor vehicle:
 - 1. Has a gross combination weight of 26,001 or more pounds inclusive of a towed unit with a gross vehicle weight rating of more than 10,000 pounds; or
 - 2. Has a gross vehicle weight of 26,001 or more pounds; or
 - 3. Is designed to transport 16 or more passengers, including the driver; or
 - 4. Is of any size and is used in the transportation of hazardous materials which require placards.
(Employees who operate commercial motor vehicles as defined above are required to have a current, commercial driver's license (CDL)).
- D. **Safety-sensitive Functions** means all time from the time a driver begins work or is required to be in readiness to work until the time he/she is relieved from work and all responsibility for performing work.

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Safety-sensitive functions shall include:

1. All time at an employer or shipper plant, terminal, facility, or other property, waiting to be dispatched, unless the driver has been relieved from duty by the employer;
2. All time inspecting, servicing, or conditioning any commercial motor vehicle at any time;
3. All time spent at the driving controls of a commercial motor vehicle in operation;
4. All time, other than driving time, in or upon any commercial motor vehicle except time spent resting in a sleeper berth;
5. All time loading or unloading a vehicle, supervising, or assisting in loading or unloading, attending a vehicle being loaded or unloaded, remaining in readiness to operate the vehicle, or in giving or receiving receipts for shipments loaded or unloaded; and
6. All time repairing, obtaining assistance, or remaining in attendance upon a disabled vehicle.

Alcohol Testing Definitions

- A. **Alcohol** means the intoxicating agent in beverage alcohol, ethyl alcohol, or other low molecular weight alcohols including methyl and isopropyl alcohol.
- B. **Alcohol use** means the consumption of any beverage, mixture, or preparation, including any medication containing alcohol.
- C. **Alcohol concentration (or content)** means the alcohol in a volume breath expressed in terms of grams of alcohol per 210 liters of breath as indicated by an evidential breath-testing device.
- D. **Screening alcohol test** means an analytic procedure to determine whether an employee may have a prohibited concentration of alcohol in a breath specimen.
- E. **Confirmation alcohol test** means a second test, following a screening test with a result of 0.02 or greater that provides quantitative data of alcohol concentration.

Drug Testing Definitions

- A. **Illegal drugs** mean a controlled substance included in Schedule I or II as defined by Section 802(6) of Title 21 of the United States Code. The possession of which is unlawful under Chapter 13 of the Title. The term “illegal drugs” does not mean the use of a controlled substance pursuant to a valid prescription or other use authorized by law.
- B. **Drug test** means analysis of a urine sample for the presence of “illegal drugs” provided by and “employee” or “prospective employee”.
- C. **Screening drug test** means a second analytical procedure to identify the presence of a specific drug or metabolite that is independent of the screening test and that uses a different technique and chemical principle from that of the screening test in order to ensure liability and accuracy.
- D. **Confirmation drug test** means a second analytical procedure to identify the presence of a specific drug or metabolite that is independent of the screening test and that uses a different technique and chemical principle from that of the screening test in order to ensure reliability and accuracy.
- E. **Verified negative drug test** means a drug test result that was negative on an initial FDA-approved immunoassay test (screening drug test) and reviewed and verified by the medical review officer (MRO) in accordance with this plan and the mandatory guidelines under Title 49 Code of Federal Regulations Part 40 – procedures for transportation workplace drug and alcohol testing programs.
- F. **Verified positive drug test** means a test result that was positive on a initial FDA-approved immunoassay test (screening drug test), confirmed by a gas chromatography/mass spectrometry assay, (or other confirmatory test approved by the Department of Health and Human Services) (confirmation drug test) and reviewed and verified by the MRO in accordance with this plan and the mandatory guidelines under Title 49 of the Code of Federal Regulations Part 40. The screening drug test and confirmation drug test cutoff levels for the illegal drugs are listed below.

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<u>Drug</u>	<u>Screening Cutoff</u>	<u>Confirmation Cutoff</u>
Cannabinoids as Carboxy-THC (Marijuana)	50 ng/ml	15 ng/ml
Cocaine metabolites as benzoylecgoine (Cocaine, Crack)	300 ng/ml	150 ng/ml
Phencyclidine. (PCP, Angel Dust)	25 ng /ml	25 ng/ml
Opiates (Codeine, Morphine)	2000 ng /ml	2000 ng/ml
Amphetamine (Amphetamine & Methamphetamine)	1000 ng/ml	500 ng/ml

G. **Split urine sample** means a portion of the urine sample provided by the donor at the time of collection, poured into a separate specimen bottle, sealed in the presence of the donor, and shipped to the primary laboratory. If the primary sample tested positive for the presence of drugs(s) defined in F-Verified Positive Drug Test, the donor can request analysis of the “split sample” if he/she notifies the medical review officer within 72 hours of notification of a positive drug test.

Required Tests

The Company intends to test employees and/or prospective employees for the presence of drugs and/or alcohol, in accordance with the provisions of this policy. An employee who refuses to be tested when so required will be subject to the full range of disciplinary action, including dismissal. Attempts to alter or substitute a urine specimen provided will be deemed a refusal to take the drug test when required. Drug and alcohol tests shall be given under the following circumstances:

- A. **Pre-Employment** testing means prior to the first time an employee performs a safety sensitive function for the Company, the employee shall undergo testing for the five drugs described in the above section.
- B. **Random test** means a system of drug and/or alcohol testing imposed without individualized suspicion that a particular individual is using illegal drugs, and may either be:
- Uniform unannounced testing of designated employees occupying a specific area, element, or position; or
 - A statistically random sampling of such employees based on a neutral criterion; and
 - The company shall ensure that random alcohol and drug tests conducted under this testing method are unannounced and that the dates for testing are spread reasonably throughout the calendar year.

The minimum annual percentage rate for random illegal drug testing shall be 50 percent of the average number of employees in positions requiring a CDL. The minimum annual percentage rate for random alcohol testing shall be 10 percent of the average number of employees in positions requiring a CDL.

An employee shall only be tested for alcohol while the employee is performing safety-sensitive functions, just before the employee is to perform safety-sensitive functions, or just after the employee has ceased performing such functions.

C. **Reasonable suspicion testing** means drug and/or alcohol testing when the Company has reason to believe that the employee has violated the prohibitions of this policy concerning drug and/or alcohol use. Reasonable suspicion of drug and/or alcohol use shall be based on a specific event or observation indicating recent drug and/or alcohol use. The observations may include indications of the chronic and/or withdrawal effects of controlled substances or alcohol and any of the following:

1. Documentation of unsatisfactory work performance or on-the-job behavior.

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2. Evidence of the manufacture, distribution, dispensing, possession, or use of drugs/controlled substances, alcohol, or other prohibited substances.
3. Occurrence of a serious or potentially serious accident that may have been caused by human error.
4. Signs of possible alcohol or drug use (not all-inclusive):
 - Abnormally dilated or constricted pupils
 - Glazed stare, redness of eyes
 - Flushed face
 - Change of speech (faster or slower)
 - Constant sniffing
 - Increased absences
 - Sudden weight loss
 - Needle marks
 - Change in personality (paranoia)
 - Increased appetite for sweets
 - Forgetfulness, performance faltering, poor concentration
 - Borrowing money from coworkers or other unusual display or need for money
 - Constant fatigue or hyperactivity
 - Smell of alcohol
 - Slurred speech
 - Difficulty walking
 - Dulled mental processes
 - Slowed reaction rate

Reasonable cause testing shall be obtained only after the covered employee's supervisor or company official (trained in detecting the indicators of drug and/or alcohol use in accordance with Title 49 Code of federal Regulations, Part 382.603) has reviewed all information, facts, and circumstances leading to and supporting the reasonable cause observation. A written record shall be made of the observations leading to the testing and signed by the supervisor or company official prior to testing. **All employees tested under this provision shall be prohibited from performing any safety-sensitive functions until the Program Administrator reviews the results of the test**

Alcohol testing is authorized under reasonable suspicion only if the observations required by this testing method are made during, just preceding, or just after the period of the workday that the employee is required to be in compliance with on-duty time. An employee may be directed by the Company to undergo reasonable suspicion testing only while the employee is performing safety-sensitive functions, just before the employee is to perform safety-sensitive functions, or just after the employee has ceased performing such functions. The Company shall not take any action under this section against an employee based solely on the employee's behavior and appearance, with respect to alcohol use, in the absence of an alcohol test.

ACCIDENT means an occurrence involving a Company vehicle or any vehicle used in the performance of Company business operating on a public road which results in:

1. A fatality
2. Bodily injury to a person who, as a result of the injury, immediately receives medical treatment away from the scene of the accident or
3. One or more motor vehicles incurring disabling damage as a result of the accident, requiring the vehicle (any vehicles involved) to be transported away from the scene by a tow truck or other vehicle.

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D. Post-accident testing. A post-accident test is an alcohol and/or controlled substances test administered to an employee following an accident involving:

a. A Company vehicle or any vehicle used in the performance of Company business under the following conditions:

i. The employee was performing safety sensitive functions with respect to the vehicle and the accident involved a loss of human life; ii. The accident involved serious injury, or major property damage to any vehicle involved in the incident and the Company driver receives a citation under state or local law for a moving traffic violation arising from the accident.

E. Return to duty testing means drug and/or alcohol testing required before the employee returns to duty requiring the performance of a safety-sensitive function after engaging in conduct prohibited by this policy. An alcohol test conducted under return to duty testing shall have a result indicating an alcohol concentration of less than 0.02 grams of alcohol per 210 liters of breath.

F. Follow-up testing means testing required following a determination that an employee is in need of assistance in resolving problems associated with alcohol misuse and/or illegal drugs. The company shall ensure that the employee is subject to unannounced follow-up testing as directed by the substance abuse professional (SAP).

Prohibitions

Alcohol concentration (382.201)

Covered employees are prohibited from reporting for duty or remaining on duty when their ability to perform assigned functions is adversely affected by alcohol or when their blood alcohol concentration is 0.04 or greater. No Supervisor having actual knowledge that an employee has an alcohol concentration of 0.04 or greater shall permit the employee to perform or continue to perform safety-sensitive functions.

Alcohol possession (382.204)

No employee shall be on duty or operate a commercial motor vehicle while the employee possesses alcohol, unless the alcohol is manifested and transported as part of a shipment or is being taken into evidence. No Supervisor having actual knowledge that an employee possesses unmanifested alcohol shall permit the employee to perform or continue to perform safety-sensitive functions.

On-duty use (382.205)

No employee shall use alcohol while performing safety-sensitive functions. No Supervisor having actual knowledge that an employee is using alcohol while performing safety-sensitive functions shall permit the driver to perform or continue to perform safety-sensitive functions.

Pre-duty use (382.207)

No employee shall perform safety-sensitive functions within four hours after using alcohol. No Supervisor having actual knowledge that an employee has used alcohol within four hours shall permit the driver to perform or continue to perform safety-sensitive functions.

Use following an accident (382.209)

No employee required to take a post-accident alcohol test under title 49 code of Federal Regulations, part 382.303, shall use alcohol for eight hours following the accident, or until he/she undergoes a post-accident alcohol test, whichever occurs first.

Refusal to submit to a required alcohol or controlled substances test (382.211)

No employee shall refuse to submit to a post-accident, random, reasonable suspicion, or a follow-up alcohol or controlled substance test required under title 49 code of Federal Regulations. No Supervisor shall permit an employee who refuses to submit to such tests to perform or continue to perform safety-sensitive functions.

The following are examples that may constitute a refusal to be tested for alcohol and/or controlled substances.

Alcohol testing, refusal by an employee to:

1. Sign the breath alcohol form

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2. Provide adequate breath without a valid medical explanation.
3. Cooperate with the testing process in a way that prevents the completion of the test. Controlled substances, refusal by an employee to:
 1. Provide a urine sample
 2. Provide an adequate urine sample without a valid medical explanation
 3. Cooperate with the testing process in a way that prevents the completion of the test.

Controlled substance use (382.213)

- A. No employee shall report for duty or remain on duty requiring the performance of safety-sensitive functions when the employee uses any controlled substance, except when the use is pursuant to the instructions of a physician who has advised the employee that the substance does not adversely affect the employee's ability to safely operate a commercial motor vehicle.
- B. No Supervisor having actual knowledge that an employee has used a controlled substance shall permit the driver to perform or continue to perform safety-sensitive functions.
- C. **Prescription medications.** Drivers taking legally prescribed medications issued by a licensed health care professional familiar with the driver's work-related responsibilities must report such use to their immediate supervisor or dispatcher and may be required to present written evidence from the health care professional which describes the effects such medications may have on the driver's ability to perform his/her tasks.

At the sole discretion of the alcohol and drug program administrator, a driver may be temporarily removed, with pay, from a safety-sensitive position if deemed appropriate.

Procedures used to test for the presence of alcohol and controlled substances.

Alcohol and controlled substances testing conducted under this policy shall meet or exceed the procedures found in title 49 code of Federal regulations, part 40. A copy of this title shall be maintained by the Program Administrator and shall be made available to any employee upon request. **Possession**

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No employee shall have illegal drugs and/or alcohol in their possession while on Company premises, or while operating Company equipment.

Consequences for drivers having violated subpart B of the Federal Regulations:

- Removal from a safety-sensitive function – No employee shall perform safety-sensitive functions, including driving a commercial motor vehicle, if the employee has engaged in conduct prohibited by this policy; title 49 code of Federal Regulations, part 382, subpart B – prohibitions; or an alcohol or controlled substance rule of another DOT agency.
- Required evaluation and testing – No employee who has engaged in conduct prohibited by this policy shall perform safety-sensitive functions, including driving a commercial motor vehicle, unless the employee has met the requirements of title 49 code of Federal Regulations, part 382.605
- Other alcohol-related conduct – No employee tested under this policy who is found to have an alcohol concentration of 0.02 or greater but less than 0.04 shall perform or continue to perform safety-sensitive functions for the Company, including driving a commercial motor vehicle, nor shall the Company permit the employee to perform or continue to perform safety-sensitive functions, until the start of the employee's next regularly scheduled duty period, but not less than 24 hours following the administration of the test. Except as provided in this section, the Company shall not take any action under this section against an employee solely on test results showing an alcohol concentration less than 0.04.

Company Action

Upon receipt of a verified or confirmed positive drug or alcohol test result which indicates a violation of this policy, or upon the refusal of an employee or prospective employee to provide a sample, the Company may use that test result or refusal as the basis for disciplinary or rehabilitative actions, which may include the following:

- A. Evaluation by a substance abuse professional to determine what assistance, if any, the employee needs in resolving problems associated with alcohol misuse and controlled substances use.
- B. A requirement that the employee enroll in a company approved employee assistance program which may include additional drug and alcohol testing, as a condition of continued employment;
- C. Suspension of the employee with or without pay for a period of time;
- D. Termination of employment;
- E. Refusal to hire a prospective employee; or
- F. Other disciplinary measures in conformance with the Company's usual policies and procedures. **The Company shall not permit an employee who has engaged in conduct prohibited by title 40 code of Federal Regulations, part 382, subpart B and this policy to perform safety-sensitive functions until he/she has been evaluated by a substance abuse professional and has completed a return to duty alcohol and/or drug test with negative results.**

Confirmed positive drug test results

The responsibilities of the medical review officer (MRO) with respect to a confirmed positive drug test result are to review and interpret the drug test result. In carrying out this responsibility, the MRO shall examine alternate medical explanations for any positive test result. This action may include conducting a medical interview and review of the individual's medical history, or review of any other relevant biomedical factors. The MRO shall contact the individual directly, on a confidential basis, to determine whether the employee wishes to discuss the test result.

The MRO shall talk directly with the individual before verifying a test as positive to discuss the test results with him/her. If, after making all reasonable efforts and documenting them, the MRO is unable to contact the individual directly, the MRO shall contact the Company Program Administrator who shall direct the individual to contact the MRO as soon as possible. If the individual provides a legitimate explanation for the confirmed positive drug test, verified by the MRO, the MRO declares the test to be negative.

Following the verification of a positive test result, the medical review officer shall notify the individual that he/she has 72 hours from the time of notification to request a test of the split urine sample. If the individual requests an analysis of the split sample within 72 hours of having been informed of a verified

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positive test, the MRO shall direct, in writing, the laboratory to provide the split specimen to another DHHS-certified laboratory for analysis. ****Note**** a request to test the split specimen does not defer the reporting of the verified positive test result to the Program Administrator.

Referral, Evaluation and Treatment

Each covered employee who has a positive controlled substance test or a blood alcohol concentration test of 0.04 or greater shall be referred to a Substance Abuse Professional (SAP). The SAP shall determine what assistance, if any, the employee needs in resolving problems associated with alcohol misuse and controlled substance use.

Release of alcohol and controlled substances test information

An employee is entitled, upon written request, to obtain copies of any records pertaining to the employee's use of alcohol or controlled substances, including any records pertaining to his/her alcohol or controlled substances test. The Company shall promptly provide the records requested by the employee. The Company shall make available copies of all results for employer alcohol and/or controlled substances testing conducted under this part and any other information pertaining to the employer's alcohol misuse and/or controlled substances use prevention program, when requested by the secretary of transportation, any DOT agency, or any state or local officials with regulatory authority over the employer or any of its employee's.

Retention of Records

The Company shall maintain records of the alcohol misuse and controlled substances use prevention programs as provided in this section. The records shall be maintained in a secure location with controlled access. The Company shall maintain the records in accordance with the following schedule:

Five Years

1. Records of employee alcohol test results with results indicating an alcohol concentration of 0.02 or greater.
2. Records of employee verified positive controlled substances test results.
3. Documentation of refusals to take required alcohol and/or controlled substances test.
4. Calibration documentation (breath alcohol testing devices, if applicable).
5. Employee evaluation and referrals (alcohol and controlled substances).
6. A copy of each annual calendar year summary required by title 49 code of federal regulations, part 382.403.

Two Years

Records relating to the alcohol and controlled substances collection process.

One Year

Records of negative and cancelled controlled substances test results (as defined in part 40) and alcohol test results with a concentration of less than 0.02.

The Company Program Administrator is the Company's designated official to receive drug and alcohol testing results from the MRO and breath alcohol technicians conducting tests under this policy. The Company Program Administrator will maintain copies of all training materials, policies, applicable Federal Regulations, and will be available to answer questions regarding these materials from anyone required to comply with this policy.

Drug and Alcohol Program Administrator

SOS

Drug and Alcohol Consortium and Third-Party Administrator Medical Review Officer(s) Substance Abuse Professional(s) Drug Testing Laboratories

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Waiver

U S Logistics Corp:

I certify that I have received a copy of and have read the above Policy of Alcohol and Drug Testing Procedures. I understand that as a condition of employment as a driver, I must comply with these guidelines, and do agree that I will remain medically qualified by following these procedures. If I develop a problem with alcohol or drug abuse during my employment with the Company, I will seek assistance through the current alcohol and drug testing program administrator.

Name (Print)

Date

Signature

Safety on Customer Property

Employees of U S Logistics Corp. are required to follow all Customers' safety and security procedures while on their property. Including, but not limited to:

- Obeying all posted speed limits in the Customer's yard
- Emergency exit location(s).
- Keep your eyes on the path you are walking and avoid any tripping/slipping hazards; while on stairs, maintain three-point contact – hand on rail and feet on steps.
- Wear shoes that support your feet and are slip-resistant.
- Avoid clothing that is either constrictive or too loose; loose clothing can get caught in equipment.

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These rules are established to help you stay safe and injury-free. Violation of the above rules or conduct that does not meet minimum accepted work standards, may result in discipline, up to and including discharge.

When dropping off or picking up goods at a location, employees are required to follow the above rules, as well as all Customer's rules and procedures, and work in a manner that reflects positively on U S Logistics Corp. Before operating any equipment not owned or normally operated by U S Logistics Corp. personnel, permission must be secured.

Periodic Inspections

It is the policy of U S Logistics Corp. that Employee workplaces (Trucks) are subject to periodic safety and health inspections to ensure implementation and execution of our policies and procedures as relates to employees, vendors and others.

All employees are responsible for cooperating during these inspections, and managers and supervisors are responsible for initiating corrective actions to improve items discovered during the walk-through inspection.

Injury Reporting

All work-related injuries must be reported to U S Logistics Corp. Safety Department immediately. Failure to immediately report injuries can result in loss of workers compensation benefits. After each medical appointment resulting from a work-related injury, you must contact Safety Department representative to discuss your progress. You must also give your supervisor any paperwork that you received at the appointment.

U S Logistics Corp. provides transitional return to work (light duty) jobs for persons injured at work. Transitional work is meant to allow the injured or ill employee to heal under a doctor's care while remaining productive. Employees are required to return to work immediately upon release.

Accident Reporting

All accidents must be reported **immediately** to Safety Department representative. Below are some examples of accidents. If you have any questions regarding this – please make sure to ask safety instructor or department manager.

Examples of accidents, but not limited to:

- Deer Strikes
- Striking a truck, or trailer; or any equipment belonging to U S Logistics Corp., other customers, other transportation and etc.
- Striking pole's or any other object

If there is an accident with an injury call 911, then call Safety Department. All accidents must be reported to Safety Department within an hour.

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Inspections/Citations

Employees of U S Logistics Corp. have to fax/submit any/all copies of Inspection(s) to the company within 2 hours of receiving an inspection; regardless of inspection's outcome, regardless of its level.

Employees of U S Logistics Corp. have to submit any/all copies of any Citation(s) to the company within the 2 hours of receiving a citation; via smart phone camera regardless of agreeing with citation, its level, severity and etc.

Incident Reporting

1. Any work-related injury or suspected injury must be reported immediately to Safety Department. An incident report form must be completed. Failure to promptly report an injury may result in disciplinary action.
2. Medical provider will give documents pertaining to injury to the employee. The employee must submit any/all documents to the company to insure proper filing of WC claims.
3. After each practitioner appointment, the employee must report to Safety Department representative to review their progress.
4. U S Logistics Corp. provides light duty work for employees recovering from injury. Employees are required to return to light duty work immediately upon release.

An accident investigation will be conducted to determine the root cause of the accident. The injured employee will be asked to participate in the investigation.

Failure to comply with Injury, Accident, Inspection/Citation reporting policies may result in termination of employment, with followed DAC reporting.

Initials_____

Safety Orientation Training

U S Logistics Corp. is committed to providing safety/health related orientation and training, for all employees at all levels of the company. U S Logistics Corp. will maintain and support a program to educate and familiarize employees with safety and health procedures, rules and safe work practices. The training subjects and materials have been developed using industry best practices criteria and site-specific data.

The training may include, but is not limited to, the following:

1. Trucking/transportation industry specific accident and incident data
2. Hazards associated with handling the equipment/loads
3. Hazards associated with transportation
4. Operation of specific equipment
5. Personal protective equipment (PPE)
6. Emergency procedures
7. Employee accident-reporting requirements
8. Return to work program
9. Any OSHA-required training not included or addressed above

Entry Level Driver Program

U S Logistics Corp. will hire students from a driving school as long as the school is approved. The requirements for this as follows

1. Every student will be with a driver trainer for a period of 6 to 9 months
2. Every student will have at least 96 observed hours and 972 behind the wheel hours
3. Every student will have to complete a pre-trip and post trip inspections Course
4. Every student will complete a course on the use of (ELD's)
5. Every student will be taught about the FMCR handbook
6. Every student will be taught about the Emergency Response Guide Book
7. Every student must have graduated from a U S Logistics Corp. approved CDL school within the prior 18 months.

Return to Work Program

It is our goal to prevent work-related injuries from happening. We are always concerned when one of our employees is injured or ill due to a work-related condition. We believe that such absences cost both U S Logistics Corp. and its employees. We want our injured employees to get the best possible medical treatment immediately to ensure the earliest feasible recovery and return to work.

U S Logistics Corp. has a workers' compensation program available for employees who have suffered work-related injuries. The program's administrator will determine, based upon their guidelines, whether you are eligible for wage loss or medical expenses under that program.

U S Logistics Corp. wants to provide meaningful work activity for all employees who become unable to perform all, or portions, of their regular work assignment. Thus, we have implemented a return to work program, which includes transitional or light duty work. The return to work program is temporary, not to exceed six months.

Employee Procedures

- All work-related injuries should always be reported immediately to your supervisor no later than 1 hour on which the injury occurs.
- If a post-accident drug screen is not performed the same day as the injury, the employee will only be paid up to one hour while taking time out to have the drug screen sample collected.
- You must complete and sign a report of injury or illness form.
- When medical treatment is sought, the injured employee must advise his or her supervisor of the intention to seek treatment and obtain a return to work evaluation form. Regardless of the choice of physicians, the return to work form must be completed for each practitioner visit. U S Logistics Corp. will not accept a general note stating only that you are to be off work.
- Under this program, temporary light duty work is available for up to 60 days (with a review of your progress every 30 days) while you are temporarily unable to work in your regular job capacity. Transitional or light duty work beyond 60 days, up to a maximum of six months, will be evaluated on a case-by-case basis.
- If you are unable to return to your regular job but are capable of performing transitional duty, you must return to transitional duty. Failure to do so will result in your not being eligible for full disability benefits under the workers' compensation program and may result in disqualification for certain employee benefits and, in some cases, be a basis for termination.
- Employees who are unable to work and of whose absences U S Logistics Corp. approves must keep human resources informed on a weekly basis of their status. Failure to do so will result in a reduction in benefits available and discipline, up to and including termination from employment.
- If you are unable to return to your regular job or transitional duty, your absence must be approved under the Family Medical Leave Act (FMLA) program. For this purpose, you need to complete a Family Medical Leave Request Form and submit it to the human resources department. You must also have your practitioner complete both the return to work evaluation form and return to work request/physician's authorization form.
- Employees who are not eligible for leave under FMLA must return to light duty or regular work if at all possible. If you are unable to return to any available work, your job position may be filled after a reasonable time. When able to do so, you will be entitled to return to a suitable position if one is available and consistent with any limitations. However, you must keep us regularly informed of your status and any changes in your condition.
- Employees must provide a return to work form indicating they are capable of returning to full duty. Permanent restrictions will be evaluated on a case-by-case basis and relate to the performance of essential job functions. No permanent light duty positions will be created.
- Cooperate with our thirdparty administrator and provide accurate and complete information as soon as possible so that you receive all benefits to which you are entitled. If you have problems or concerns, please contact the human resources department.

Emergency Action Plan

General Emergency Guidelines

- Stay calm and think through your actions.
- Know the emergency numbers:
- Fire/police/ambulance – 911
- Internal emergency number **(661-510-2434)**

- Human resources **(714-728-0377)**
- Page
- Operator "0"
- Know where the exits are located.
- In the event of any emergency, do not take elevators; use the stairs.
- Do not hesitate to call or alert others if you believe that an emergency is occurring. If you act with good intentions, you will not be reprimanded if a situation turns out to be a false alarm.
- First aid supplies and emergency equipment are located **(in the side box)** for use by those who are authorized and properly trained.

Evacuation

- Employees will be notified of a potential fire either by the fire alarm system or by a paged announcement.
- Upon becoming aware of a potential fire, employees should immediately evacuate the building. Do not delay evacuation to get personal belongings or to wait for co-workers. Also, all doors should be closed as the last person passes through. Never use elevators during fire alarm situations; always take the stairs.
- Supervisors should be the last people to leave the area and are responsible for checking the facility to be sure that all personnel have evacuated.
- Any employees having mobility, visual, hearing or any other condition that may hinder them from becoming aware of an emergency or evacuating should request special assistance through human resources.
- Upon exiting the building, all personnel should report for a head count.
- If any employee is missing, an immediate report should be made to the incident commander, who will in turn report to the first available fire department officer.
- Employees should stay together in a group so that periodic updates on the situation can be issued.
- The order to re-occupy an area or building will be issued by the incident commander.
- In the event of inclement weather, the incident commander will make arrangements for all personnel to move to shelter.

Fire Safety

- Alert other persons in the immediate hazard area.
- Activate a fire alarm or call **safety manager** to page an emergency announcement.
- Have someone notify the incident commander of where the emergency is located. They will relay this information to the fire department.
- If you have been trained to, you can decide to use a fire extinguisher following these instructions:
 - P**=Pull the safety pin
 - A**=Aim the nozzle at the base of the fire
 - S**=Squeeze the operating lever
 - S**=Sweep side to side covering the base of the fire

**When using a fire extinguisher, always stay between the fire and an exit; stay low and back away when the fire is extinguished.*

**Never feel that using a fire extinguisher is required. If the fire is too hot, too smoky or you are frightened, evacuate.*

Emergency Action Plan

Medical Emergency (For health care facilities unable to respond to medical emergencies internally)

- Upon discovering a medical emergency, call 911.

- Notify the supervisor and report the nature of the medical emergency and location.
- Stay with the person involved, being careful not to come in contact with bodily fluids.
- Send two persons (greeters) to the entrance to await the fire department. One person should call and hold an elevator car. Often two fire department units will arrive, so the second greeter should wait at the entrance to receive the second unit while the first greeter escorts the fire department personnel to the scene.
- Employees in the immediate vicinity of the emergency, but not directly involved, should leave the area.
- Human resources will make any necessary notifications to family members of the person suffering the medical emergency.

Severe Weather

- The supervisor will monitor a weather alert Channel. If a severe weather report is issued, he or she will immediately relay the following announcement: via **(call-em all)**. This announcement will be made through an automated call system.
- Employees will be instructed if there is severe weather in the area the supervisor will watch the weather. When the severe weather warning is cancelled, the supervisor will call the driver's in the affected areas.

Emergency Contact Information

FIRE DEPARTMENT:

Call 911 for all Emergencies Services

POLICE DEPARTMENT:

EMERGENCY MEDICAL SERVICES (AMBULANCE): TELEPHONE: 911

HOSPITAL: TELEPHONE: 911

DOCTOR: _____ ADDRESS: _____

TELEPHONE: _____

JOBSITE TELEPHONE NUMBERS:

PROJECT NAME/NUMBER: FedEx Ground Tacoma, WA Terminal

ADDRESS: See Contact Spreadsheet TELEPHONE:

SITE SUPERINTENDENT: See Contact Spreadsheet

Cell/Home TELEPHONE:

CLIENT CONTACT: _____

OFFICE TELEPHONE: _____

Cell/Home TELEPHONE: _____

Sexual Harassment Policy

U S Logistics Corp. does not tolerate harassment of our job applicants, employees, clients, guests, vendors or persons doing business with us. Any form of harassment related to an employee's race, color, sex, religion, national origin, age, citizenship status, veteran status or handicap is a violation of this policy and will be treated as a disciplinary matter. For these purposes, the term harassment includes – but is not limited to – slurs, jokes or other verbal, graphic or physical conduct relating to an individual's race, color, sex, religion or national origin; sexual advances; requests for sexual favors and other verbal, graphic or physical conduct of a sexual nature.

Violation of this policy by an employee shall subject that employee to disciplinary action, up to and including immediate discharge.

Examples of conduct prohibited by this policy include, but are not limited to:

- Unwelcome sexual flirtation, advances or propositions;
- Verbal comments related to an individual's age, race, gender, color, religion, national origin, disability or sexual orientation;
- Explicit or degrading verbal comments about another individual or his/her appearance;
- The display of sexually suggestive pictures or objects in any workplace location, including transmission or display via computer;
- Any sexually offensive or abusive physical conduct;
- The taking of or the refusal to take any personnel action based on an employee's submission to, or referral of, sexual overtures;
- Displaying cartoons or telling jokes that relate to an individual's age, race, gender, color, religion, national origin, disability or sexual orientation.

Appropriate action will be taken with respect to violation of this policy by any non-employee.


If you believe that you are being subjected to workplace harassment, take the following steps:

1. If you feel comfortable enough to do so, tell the harasser that his or her actions are not welcome and that they must stop.
2. Report the incident immediately to your supervisor or the human resources department.
3. Report any additional incidents that may occur to one of the above resources.

Retaliation of any kind against an employee who reports a suspected incident of sexual harassment is prohibited. An employee who violates this policy or retaliates against an employee in any way will be subject to disciplinary action, up to and including discharge from employment.

Workplace Violence

- Employees that feel that they have been threatened should immediately report their concern to the supervisor and to human resources.
- If any person is observed exhibiting threatening behavior or making threatening statements, the person discovering the situation should warn others in the area and immediately notify human resources; always stay away from the person exhibiting threatening behavior.
- Depending upon the level of concern, the police department (911) should be called immediately. • Never attempt to confront any person exhibiting threatening behavior.



If you have reason to believe that events in your personal life could result in acts of violence occurring at work, you are urged to confidentially discuss the issue with human resources so that a prevention plan can be developed.



Access to Employee Exposure & Medical Records

Employees and former employees, who are, have been or will be exposed to toxic substances or harmful physical agents, including high noise levels, can have access to exposure and medical records maintained by U S Logistics Corp. upon request.

Vehicle Use Policy

To: All drivers of U S Logistics Corp.
Effective: May 1st 2019

This policy applies to:

- Vehicles owned, leased or rented to U S Logistics Corp.
- Personal vehicles driven by employees on behalf of U S Logistics Corp.

The following policy has been established to encourage safe operation of vehicles and to clarify insurance issues relating to drivers and U S Logistics Corp.

- All drivers must have a valid driver's license.
- Motor vehicle records (MVR) will be checked periodically. Driving privileges may be suspended or terminated if your record indicates an unacceptable number of accidents or violations. Should your record fall into our insurance carrier's guidelines of an unacceptable driver, your employment may be terminated.
- Your supervisor must be notified of any change in your license status or driving record.

When operating your own vehicle for U S Logistics Corp. business:

- Your personal auto liability insurance is the primary payer. U S Logistics Corp.'s insurance is in excess of your coverage.
- You should carry at least \$(**per request**) per occurrence liability coverage. Evidence of insurance coverage is to be provided to U S Logistics Corp. each year by a copy of your policy's declaration page or a certificate of insurance.
- U S Logistics Corp. is not responsible for any physical damage to your vehicle. You must carry your own collision and comprehensive coverage.
- When required, you must accurately report your mileage for expense reimbursement.

In the event of an accident:

- Take necessary steps to protect the lives of yourself and others.
- Comply with police instructions.
- Do not assume or admit fault – liability and negligence will be determined after thorough investigation.
- Report the accident to U S Logistics Corp. as soon as possible.

By signing this document, you are agreeing that you have read and understood the vehicle use policy and agree to comply with all of its provisions.

Employee's Signature

Date

Motor Vehicle Record (MVR) Grading Criteria [Last 3 Years]

The following chart serves as a guideline for evaluating an employee's motor vehicle record (MVR). An employee with an MVR grade of "poor" may not be insurable by our insurance carrier. If driving is a required part of a position at U S Logistics Corp., the inability to be insured could jeopardize employment. Note that any major violation results in a poor score.

Minor Violations	Number of at-fault accidents			
	0	1	2	3
0	Clear	Acceptable	Borderline	Poor
1	Acceptable	Acceptable	Borderline	Poor
2	Acceptable	Borderline	Poor	Poor
3	Borderline	Poor	Poor	Poor
4	Poor	Poor	Poor	Poor
Any Major violation	Poor	Poor	Poor	Poor

Minor Violation	Major Violations
All moving violations not listed as a major violation.	<ul style="list-style-type: none"> ✦ Driving under influence of alcohol/drugs ✦ Failure to stop/report an accident ✦ Reckless driving/speeding contest ✦ Driving while impaired ✦ Making a false accident report ✦ Homicide, manslaughter or assault arising out of the use of a vehicle ✦ Driving while license is suspended/revoked ✦ Careless driving ✦ Attempting to elude a police officer

DOT/FMCSA Regulation

Hours of Service

The Department of Transportation (DOT) and the Federal Motor Carrier Safety Administration (FMCSA) regulate the number of hours drivers of commercial motor vehicles (CMVs) can spend on the road. U S Logistics Corp. expects all employees to comply with these guidelines.

Property-Carrying

Under the current regulations, property-carrying CMV drivers may not drive:

- More than 11 hours, following 10 consecutive hours off-duty
- Beyond the 14th hour after coming on-duty, following 10 consecutive hours off-duty
- After 60/70 hours on-duty in seven/eight consecutive days; a driver may restart a seven/eight consecutive day period after taking 34 or more consecutive hours off-duty. Must include two periods from 1 a.m. to 5 a.m., and may only be used once per week, or 168 hours, measured from the beginning of the previous restart.

Simply stated, this means:

- Each duty period must begin with at least 10 hours off-duty.
- After 10 hours off-duty, drivers may drive no more than 11 hours.
- Drivers may drive up to 11 hours, but they must do it in a 14-hour duty period.

- The 14-hour duty period cannot be extended with off-duty time for meal stops, fuel stops, etc. Only the use of a sleeper berth can extend the 14-hour on-duty period. Drivers using the sleeper berth provision must take at least 8 consecutive hours in the sleeper berth, plus a separate two consecutive hours either in the sleeper berth, off duty, or any combination of the two.
- Driver can perform 60 hours on-duty hours in seven consecutive days, or 70 hours on duty in eight consecutive days; the seven- or eight-day period can be restarted by taking at least 34 consecutive hours off duty.

Property-carrying drivers must take a 30-minute rest break during the first eight hours of a shift.

Passenger-Carrying

Under the current regulations, passenger-carrying CMV drivers may not drive:

- More than 10 hours, following eight hours off-duty.
- After having been on duty for 15 hours, following eight consecutive hours off-duty.
- After 60/70 hours on-duty in seven/eight consecutive days.

Simply stated, this means:

- After eight hours off-duty, drivers may drive no more than 10 hours.
- Drivers may drive up to 10 hours, but they must do it in a 15-hour duty period.
- The 15-hour duty period may not be extended with off-duty time for meal stops, fuel stops, etc. Only the use of a sleeper berth can extend the 15-hour on-duty period. Drivers using a sleeper berth must take at least eight hours in the sleeper berth and may split the sleeper-berth time into two periods provided neither is less than two hours.
- Each duty period must begin with at least eight hours off-duty.

Regulatory Exceptions

Short-haul Provision: Drivers of property-carrying CMVs that do not require a Commercial Driver's License for operation and who operate within a 150 air-mile radius of their normal work reporting location:

- May drive a maximum of 11 hours after coming on duty, following 10 or more consecutive hours off duty.
- Are not required to keep records-of-duty status (RODS).
- May not drive after the 14th hour after coming on duty five days a week or after the 16th hour after coming on duty two days a week.

Employer must: Maintain and retain accurate time records for a period of six months showing the time drivers' duty periods began, ended and total hours on duty each day in place of RODS.

16-Hour Exception for Property-Carrying Drivers: Drivers may extend the 14-hour on-duty period by two hours if they:

Employee Safety Responsibilities

- Are released from duty at the normal work reporting location for the previous five duty tours; AND
- Return to the normal work reporting location and are released from work within 16 hours; AND
- Have not used this exception within the last six days, except following a 34-hour restart of a seven/eight day period.
- Total Hours Driving May Not Exceed 11 Hours.

Simply stated, this means drivers may use the 16-hour exception once per seven days as long as the driver begins and ends his or her on-duty period at the same terminal. Drive time still may not exceed 11 hours and drivers may not use another 16-hour exception until they have had a 34-hour reset.

Recordkeeping Requirements

- Drivers of both passenger- and property-carrying CMVs must keep a 24-hour log of how they spend their time each day.
- After it's completed, drivers have 13 days to get the original copy to their supervisor. Individual supervisors may require drivers to turn it in sooner.

- Drivers must keep a copy of each daily log for the next seven consecutive days after they are filled out. The copies must be available for inspection by law enforcement officers.
- Any time a driver works for U S Logistics Corp. and another motor carrier during a 24-hour period, they must make extra copies of their 24-hour log and give one to each motor carrier. The log must include:
- All duty time for the entire 24-hour period.
- The name of each motor carrier worked for during the 24-hour period
- The beginning and finishing time, including a.m. or p.m., worked for each motor carrier.

Texting Ban

It is well-recognized that texting while driving dramatically increases the risk of a motor vehicle injury or fatality. For the safety of U S Logistics Corp. employees, and to comply with DOT/FMCSA regulation, texting is not allowed while operating CMVs. To eliminate any pressure an employee may feel to text while driving, any communication through text will be done with the consideration that an employee may not be able to immediately respond.

By FMCSA definition, texting includes the following:

- Short message service (SMS) ○ E-mailing ○ Instant messaging
- Commands or requests to access a website
- Engaging in any other form of electronic text retrieval or electronic text entry for present or future communication.

Texting does not include:

- Reading, selecting or entering a telephone number, an extension number or voicemail retrieval codes and commands into an electronic device to make or receive a telephone call
- Using voice commands to make or receive a telephone call
- Inputting, selecting or reading information on a global positioning system or navigation system ○ Using a device capable of performing multiple functions (such as fleet management systems, dispatching devices, smart phones, citizens band radios and music players) for purposes other than texting

DOT/FMCSA Regulation

DOT Hazardous Materials Regulations (HMR)

The HMR is applicable to:

- Interstate, intrastate and foreign carriers transporting hazardous materials by rail car, aircraft, motor vehicle and vessel.
- The manufacture, fabrication, marking, maintenance, reconditioning, repairing or testing of a package or container which is represented, marked, certified or sold for use in the transportation of hazardous materials.

Shipping Papers

- Each person who offers hazardous materials for transportation must describe the hazardous materials on a shipping paper. No carrier may transport a hazardous material unless it is accompanied by a shipping paper that is prepared in accordance with the HMR.
- The basic description now includes proper shipping name, hazard class, identification number and packaging group. The class names, IMO class and division numbers or subsidiary hazard classes may be entered in parentheses. Entries are required for number and type, along with packaging and weight.
- The regulation requires an emergency response telephone number to be placed on the shipping paper. The telephone number must be monitored at all times when the material is in transportation.

Marking

- The basic marking requirement consists of the proper shipping name and identification number of the hazardous materials contained in the package. Markings should be durable, in English and not obscured by other markings or labels. ○ You may not offer or transport a container unless the hazardous material markings apply to the material contained in the package.

Hazardous Material Table

- When assigning shipping names, class and division numbers and guidance for packaging and handling requirements for hazardous materials, consult the Table of Hazardous Materials and Special Provisions located **(in the truck)**. Use this table to properly identify the properties of a given substance.

Hazardous Material Training

- Each employee who will be involved in the transportation of hazardous materials will receive training in the following categories:
 - **General awareness/familiarization:** General awareness and familiarization training is intended to raise the hazmat employees' awareness of the HMR and the purpose and meaning of the hazard communication requirements.
 - **Function-specific training:** Function specific training is intended to teach the necessary knowledge, skills and abilities for an individual's job function.
 - **Safety training:** This training provides information concerning the hazards posed by materials in the workplace and personal protection measures.
 - **Security Training:** Each hazmat employee must receive security awareness training. This training must include an awareness of security risks associated with hazardous materials transportation and methods designed to enhance transportation security.
- Each employee will receive refresher training every three years, or at any time there is a fundamental change to their job functions.

Incident Reporting

- The National Response center must be notified at the earliest practical moment for incidents that occur during the course of transportation (including loading, unloading, and temporary storage) in which as a direct result of the hazardous materials any one or more of the following occurs:
 - A person is killed
 - A person receives an injury requiring admittance to a hospital

DOT/FMCSA Regulation

- The general public is evacuated for one hour or more
- A major transportation artery or facility is closed or shut down for one hour or more
- Fire, breakage, spillage or suspected radioactive contamination occurs involving a radioactive material
- Fire, breakage, spillage or suspected contamination occurs involving an infectious substance other than a diagnostic specimen or regulated medical waste
- A release of a marine pollutant occurs in a quantity exceeding 450L (119 gallons) for a liquid or 400 kg (882 pounds) for a solid
- A continuing danger to life exists at the scene of the incident that, in the judgment of the person in possession of the hazardous material, should be reported even though it does not meet the other criteria
- Contact the National Response Center by phone at 1-800-424-8802. For incidents involving etiologic agents contact the Center for Disease Control at 1-800-232-0124.

OSHA Compliance Programs

DOT regulation applies to all commercial motor vehicles on public roads engaged in the interstate trucking industry. OSHA regulation applies to commercial motor vehicles operating on private property or involved in intrastate trucking.

Hazard Communication

1. All U S Logistics Corp. employees have a right to know what chemicals they work with, what the hazards are and how to handle them safely.
2. Safety Data Sheets (SDS) are documents provided by the supplier of a chemical. SDS detail the chemical contents, associated hazards and general safe handling guidelines. At U S Logistics Corp, the SDS collection is located at **(N/A)**. Employees are free to use the SDS collection as needed.
3. General rules for handling chemicals are:
 - o Read all label warnings and instructions.
 - o Follow instructions for quantity – using more of a chemical is not always better or more effective.
 - o Minimize contact with chemicals. Use double layer cloths or gloves to protect your skin and keep your face clear of the area to reduce inhalation.
 - o Always wash your hands after handling chemicals.
 - o If a chemical enters your eye(s) immediately hold open the injured eye(s) and rinse it/them with clean, cool water for 15 minutes. Then be sure to report the injury immediately.
 - o Any questions or concerns regarding chemicals should be reported to your supervisor and human resources.
4. All chemical containers must be labeled to identify contents and hazards. Most labels use numbers to rank the hazard level in three important areas:
 - **FIRE** (red background color) - will the material burn?
 - **HEALTH** (blue background) - is the material dangerous to my body?
 - **REACTIVITY** (yellow background) - is the material dangerously unstable?

After each hazard (fire, health and reactivity), a number from 1-4 will be assigned. The number reflects the degree (or amount) of hazard:

- 0 Minimal
- 1 Slight
- 2 Moderate
- 3 Serious

Personal Protective Equipment (PPE)

Inspect PPE prior to each use. Do not use damaged PPE. You are required to maintain and keep PPE clean.

- a. Safety Glasses – must be worn at all times in designated areas in this facility.
- b. Hard Hats – must be worn at all times in designated areas.
- c. Gloves – work gloves must be worn at all times when handling sharp or rough stock, welding or performing other jobs that could cause hand injuries. Synthetic gloves must be worn when handling chemicals.
- d. Welding – appropriate filter lens, welding helmet, gloves and sleeves are required for welders at all times.
- e. Respirators – only employees trained and authorized to use respirators are allowed to do so.

- f. Hearing Protection – is required in areas where noise exposure is more than 90dBA (85dBA if you already have experienced a hearing loss).

OSHA Compliance Programs

Lockout/Tag-out

Prior to working on any machinery when guards are removed, every energy source (electrical, hydraulic, chemical, mechanical, etc.) must be deactivated, stored energy dissipated, and the control locked in the off (safe) position.

Never remove or tamper with a lockout performed by another employee or contractor. A lockout could consist of a lock applied to a control such as a switch, breaker or valve. A tag containing words such as "DANGER - DO NOT OPERATE" may also be used for lockout. If you see the lock, the tag or both applied to an energy control device, do not touch anything.

1. Do not perform any maintenance, inspection, cleaning, adjusting or servicing of any equipment without following the company's lockout/tagout program.
2. If required to work on powered equipment (hydraulic, electrical, air, etc.), you must have your personal padlock with your name on it and personal key on you at all times.
3. Disconnect and padlock all machine power disconnects in the off position before removing guards for the purpose of working "ON" or "IN" the machinery or approaching its unguarded parts.
4. When more than one employee is working on a single piece of equipment, each employee must use his or her own padlock along with lockout tongs to lock out the equipment. When the work is completed, each employee must remove only his or her lock.
5. Do not commence equipment repair or maintenance work until you have verified that the tagged/locked out switch or control cannot be overridden or bypassed.
6. Replace all guards before removing personal padlocks from the control.
7. Do not use or remove another employee's protective lock – in other words, do not remove a lock from equipment unless you placed it there.
8. Before machinery is put back into use after lockout/tag-out, give a verbal announcement or sound a warning to fellow employees.


Fire Prevention & Electrical Safety

Fire Prevention

1. Smoking is only allowed in designated exterior smoking areas.
2. No candles or open flames are allowed within the facility.
3. Only space heaters provided by the facility are approved for use. Employees using space heaters are responsible for turning the heater off when leaving for extended periods of time, such as lunch, end of the workday, etc.
4. In some areas, flammable chemicals are not allowed at any time. If you work in one of these areas and feel that there is a work-related need to use a flammable chemical, contact your supervisor.

Electrical Safety

1. With the exception of independently fused multi-tap cords for computers, extension cords are not allowed.
2. Keep electric cords out of areas where they will be damaged by foot traffic.
3. Turn electrical appliances off with the switch and not by pulling out the plug.
4. Turn all appliances off before leaving for the day.
5. Never run cords under rugs or other floor coverings.
6. Any electrical problems should be reported immediately.
7. The following areas must remain clear and unobstructed at all times:
 - Exit doors
 - Aisles

- 
- Electrical panels
 - Fire extinguishers

General Safety Precautions

Lifting

1. Plan the move before lifting; ensure that you have an unobstructed pathway.
2. Test the weight of the load before lifting by pushing the load along its resting surface.
3. If the load is too heavy or bulky, use lifting and carrying aids such as hand trucks, dollies, pallet jacks or carts; or, get assistance from a co-worker.
4. If assistance is required to perform a lift, coordinate and communicate your movements with those of your coworker.
5. Position your feet 6 to 12 inches apart with one foot slightly in front of the other and face the load to lift.
6. Bend at the knees, not at the back.
7. Keep your back straight.
8. Get a firm grip on the object using your hands and fingers; always use handles when they are present.
9. Hold the object as close to your body as possible.
10. While keeping the weight of the load in your legs, stand to an erect position.
11. Perform lifting movements smoothly and gradually; do not jerk the load.
12. If you must change direction while lifting or carrying the load, pivot your feet and turn your entire body; do not twist at the waist.
13. Set down objects in the same manner that you picked them up, except in reverse.
14. Do not lift an object from the floor to a level above your waist in one motion. Set the load down on a table or bench and then adjust your grip before lifting it higher.
15. Never lift anything if your hands are greasy or wet.
16. Wear protective gloves when lifting objects that have sharp corners or jagged edges.

Housekeeping

1. Do not place material, such as boxes or trash, in the trucks
2. Do not try to kick objects out of pathways; instead, push or carry them out of the way.
3. Do not store or leave items on the bed or on the floor of the truck
4. Do not block or obstruct access to safety and emergency equipment such as fire extinguishers or triangles.
5. Do not leave your truck empty or dirty.

Job-Specific Safety Precautions

Driver Safety

1. Do not operate a vehicle if you are fatigued or ill.
2. Do not operate a vehicle if you are taking medication whose container label indicates that the medication may cause drowsiness or other negative side effects that would impact the ability to drive a vehicle safely.
3. Obey all CDL requirements, traffic laws and signs at all times.
4. Do not exceed posted speed limits.
5. Do not make sudden lane changes except in emergency situations.
6. Do not follow other vehicles too closely.
7. Give yourself additional distance from other vehicles when it is raining, when someone is following you too closely or when you are driving faster than 45 miles per hour.
8. Do not drive the vehicle through, around or under any gate or barrier at a railroad crossing while it is in motion to open or close.
10. Do not drive under an overhang without ascertaining proper clearance.
11. Do not jump from your vehicle; always maintain three points of contact.
12. Avoid sitting on your wallet when driving, as this can eventually result in back pain.
13. Do not park close to intersections or stop signs; your truck may block the view of oncoming traffic or pedestrians.
14. When backing from sunlight into the shadow of a dock, stop for a few minutes to allow your eyes to adjust to the change in light; always back slowly.
15. Do not unload your truck without first setting the hand brake and chocking the rear wheels.
16. Never attempt to open rear or side doors of a trailer before first tapping the doors with tightly closed fist. A change from a hollow to a muffled sound could indicate that your load has shifted.
17. Never stand directly in front of a swing door when opening; always stand to the side. Always lock doors firmly in place to prevent them from swinging.
18. Always release load bars or other product restraining devices slowly.
19. Place heavier loads on the floor of the vehicle and not on shelves.
20. Do not try to stop falling products unless you can do so safely.
22. Secure the hand cart inside or on vehicle before driving.

Fueling

1. Turn the vehicle off before refueling.
2. Do not smoke while refueling a vehicle.
3. If you spill fuel on your hands, wash with soap and water.
4. Clean up small spills from around fuel tanks with paper towels or rags.
5. If a large fuel spill occurs, do not walk through it; follow the company's reporting and clean-up procedures.
6. Always stay near the truck when it is being refueled.

Aggressive Drivers

1. Do not retaliate or in any way engage the other driver if he or she is being aggressive.
2. Do not make eye contact.
2. Keep enough space between you and the vehicle in front of you.
3. Do not underestimate the other driver's potential for aggression.

Avoid Becoming an Aggressive Driver

1. Be patient and courteous.
2. Allow extra time to get to your destination.
3. When possible, change your schedule to avoid congestion.
4. Give other drivers the benefit of the doubt - all drivers make mistakes.
5. Avoid conflict, even if you believe you're right.

Pre-Trip Inspection

Each operator is responsible for the safe operation of his or her vehicle. Drivers must make a daily inspection of the following items:

1. Steering
2. Brakes
3. Mirrors and lights
4. Horn and back-up alarm
5. Tires
6. Fluids
7. Windshield wipers
8. Check all paper work registration, IFTA etc.
9. Make sure you have a fuel card
10. Check for any damage to the truck or trailers

Post trip inspections

11. Make sure the truck is fueled
12. Check tires
13. Check the brakes
14. Check the lights
15. Check the wipers
16. Check the horn
17. Check the fluids
18. Check for any damage

Entry level driver program

1. The driver must complete a ground approved driver training course.
2. The driver must have 96 observed hours
3. The driver must have 972 behind the wheel hours
4. The driver must remain with FedEx for 6 to 9 months
5. All of the above must be completed in the 9 months to be eligible to be dispatched without a lead driver.
6. U S Logistics Corp. will have qualified candidates to be a lead driver with the prospective entry level driver.

All potential drivers must complete additional training at U S Logistics Corp. training includes:

1. Driver's must pass a driving test with a qualified instructor
2. Driver's must go through an EID training class
3. Driver's must attend a class on pre-trips and post-trips
4. Driver's must attend a class on hooking trailers and dolly's correctly
5. Driver's must attend a safety meeting once per month

ALL QUALIFIED DRIVER'S WILL BE WITH A TRAINER OR (LEAD DRIVER) UNTIL U S Logistics Corp. QUALIFICATION'S HAS BEEN MET.

Driving Safety

1. Distracted Driving limit your distractions
2. Do not eat while driving
3. Do not reach for things while driving
4. Do not listen to head phones while driving
5. Maintain a proper following distance
6. Always obey all traffic laws and posted speeds

Weather Safety

1. We trust your judgment if you the driver feels it's not safe to proceed on bad roads find a safe spot and stop then call your dispatcher.
2. Adjust your speed to the weather conditions
3. Turn off the cruise control
4. Check your wiper's make sure they are free of ice
5. Always be aware of your surrounding's
6. Increase your following distance
7. Always be aware of the weather you might encounter
8. Make sure you have all the required chains and equipment
9. High winds find a safe spot and stop until it has cleared
10. Rain be careful of hydroplaning



CMV Passenger Authorization

Scope

This policy applies to all U S Logistics Corp. employees authorized to drive company vehicles.

POLICY GUIDELINES


Employees of U S Logistics Corp. may not carry any passengers in a company vehicle. This includes family or friends. Failure to comply with this strict no passenger rule Will be grounds for immediate termination.

Employee Acknowledgement Form

U S Logistics Corp. is firmly committed to your safety. We will do everything possible to prevent workplace accidents and are committed to providing a safe working environment for you and all employees. We value you not only as an employee but also as a human being critical to the success of your family, the local community and U S Logistics Corp. You are encouraged to report any unsafe work practices or safety hazards encountered on the job. All accidents and incidents, no matter how slight, are to be immediately reported to the supervisor on duty.

A key factor in implementing this policy will be the strict compliance to all applicable federal, state, local and Trucking policies and procedures. Failure to comply with these policies may result in disciplinary action. Respecting this, U S Logistics Corp. will make every reasonable effort to provide a safe workplace that is free from any recognized or known potential hazards. Additionally, U S Logistics Corp. subscribes to these principles:

1. All accidents are preventable through implementation of effective safety and health control policies and programs.
2. Safety and health controls are a major part of our work every day.
3. Accident prevention is good business. It minimizes human suffering, promotes better working conditions for everyone, holds U S Logistics Corp. in higher regard with clients or other stakeholders and increases productivity. This is why U S Logistics Corp. will comply with all safety and health regulations that apply to the course and scope of operations.
4. Management is responsible for providing the safest possible workplace for employees. Consequently, management of U S Logistics Corp. is committed to allocating and providing all of the resources needed to promote and effectively implement this safety policy.
5. Employees are responsible for following safe work practices, facility rules and for preventing accidents and injuries. Management will establish lines of communication to solicit and receive comments, information, suggestions and assistance from employees where safety and health are concerned.
6. Management and supervisors of U S Logistics Corp. will set a positive example with good attitudes and strong commitment to safety and health in the workplace. Toward this end, management must monitor the facility's safety and health performance, working environment and conditions to ensure that program objectives are achieved.
7. Our safety program applies to all employees and persons affected or associated in any way by the scope of this business. Everyone's goal must be to constantly improve safety awareness and to prevent accidents and injuries.
8. By signing this you agree that any damages up to a thousand dollars, you agree that U S Logistics Corp can withhold any money/ moneys owed to the company can be withheld from your check.
9. In the event of anything in your employment you agree that U S Logistics Corp. does not require any obligation to pay unemployment from the driver that desires to leave U S Logistics Corp. Everyone at U S Logistics Corp. must be involved and committed to safety. This must be a team effort. Together, we can prevent accidents and injuries and keep each other safe and healthy in the workplace.
1. U S Logistics Corp. pay's a base rate at _____cents per mile the driver's get a safety bonus of _____cents per mile. Plus, a performance bonus of _____cents per mile. The driver can have this bonus, if all functions are performed,
if the driver does not take a run, because they are sick or a family emergency, they will not lose this bonus. If a driver quits (no notice) no show for work, then this driver forfeits his/her performance and safety bonus.



By signing this document, I confirm the receipt of U S Logistics Corp. employee safety manual. I have read and understood all policies, programs and actions as described, and I agree to comply with these set policies.

Employee Signature

Date