



Table of Contents

1. Emergency Action Plan	2
2. First Aid Policy	15
3. Reporting & Record-keeping	21
4. Training Calendar & Safety Drills	23
5. PPE: Personal Protective Equipment	26
6. Fleet Vehicle Safety	30
7. Slip, Trip, & Falls Policy	34
8. Lockout/Tagout	37
9. Pinch Points	42
10. Line of Fire	45
11. Elevated Work	48
12. Hand & Power Tools	52
13. Hot Work Safety	55
14. High Walls and Stockpiles	58
15. Forklift Safety	62
16. General Storage & Housekeeping	66
17. Nutrition & Ergonomics	71
18. Work Environment	74
19. MSDS	76



Emergency Action Plan

Emergency Coordinators by Department

Department	Name	Job Title	Contact #
Gravel Pit	Blake Williams Alt: Wyatt Allred	Pit Operation Manager	(801) 891-1767
Landscape Yard	Jared Johnson Alt: Mackay Matthews	Landscape Yard Manager	
Maintenance Bays	Robbie Palmer Alt: Brandon Plumb	Director of Maintenance	(435) 241-0149
Office/Warehouse	Savanna Jones Alt: Chloe Butler Alt: Mackayla Judd	Office Manager	(435) 224-2072
Off-Site Construction	Designated by Site		
Safety & Compliance	Heather Pelfrey	HR/Safety & Compliance	(435) 513-2713
Lead Emergency Coordinator Company Admin	Derrick Jones Alt. Rick Palmer, Nate Cromar or Heather P.	CFO	(435) 224-2174

In Case of Fire or Medical Emergency—Call 911

Other Emergency Phone Numbers

Company Name	Phone #
Tooele County Dispatch	(435) 882-5600-Non-Emergency line
Rocky Mountain Power	(877) 508-5088—Report outages or check status
Enbridge (Propane)	1-800-323-5517
9Stone (Internet)	(801) 600-1010--Bryan
S.P. Improvement District (Water)	(435) 882-7922

In case of a fatality or other immediately reportable accidents and injuries, mine operators are required to call MSHA within 15 minutes from knowledge or awareness of an accident or injury occurring.



Immediately Reportable Accidents and Injuries

ONE CALL DOES IT ALL!

1-800-746-1553



Mine operators are required to immediately call **MSHA's toll-free number at 1-800-746-1553** to notify MSHA of an immediately reportable accident. This single toll-free phone call is required by the Emergency Mine Evacuation Final Rule published in the Federal Register on December 8, 2006, and is the only call that mine operators will need to make to notify MSHA.

Mine operators must call immediately, but no later than 15 minutes from the time they know or should know that an accident has occurred.

Reportable Accidents and Injuries are:

1. A death of an individual at a mine;
2. An injury to an individual at a mine which has a reasonable potential to cause death;
3. An entrapment of an individual for more than thirty minutes or which has a reasonable potential to cause death;
4. An unplanned inundation of a mine by a liquid or gas;
5. An unplanned ignition or explosion of gas or dust;
6. In underground mines, an unplanned fire not extinguished within 10 minutes of discovery; in surface mines and surface areas of underground mines, an unplanned fire not extinguished within 30 minutes of discovery;
7. An unplanned ignition or explosion of a blasting agent or an explosive;
8. An unplanned roof fall at or above the anchorage zone in active workings where roof bolts are in use; or, an unplanned roof or rib fall in active workings that impairs ventilation or impedes passage;
9. A coal or rock outburst that causes withdrawal of miners or which disrupts regular mining activity for more than one hour;
10. An unstable condition at an impoundment, refuse pile, or culm bank which requires emergency action in order to prevent failure, or which causes individuals to evacuate an area; or, failure of an impoundment, refuse pile, or culm bank;
11. Damage to hoisting equipment in a shaft or slope which endangers an individual or which interferes with use of the equipment for more than thirty minutes; and
12. An event at a mine which causes death or bodily injury to an individual not at the mine at the time the event occurs.



Emergency Coordinator Program (ECs)

Each department will have a designated Emergency Coordinator (EC) and at least one alternate to cover absences.

Responsibilities of Lead ECs

- Coordinates with all department Emergency Coordinators
- Ensures department ECs are trained and understand their roles.
- Confirms headcounts and reports missing or unaccounted for personnel
- Ensure coordination happens with off-site employees and teams
- Coordinates with alternates to ensure coverage when absent.
- Leads debriefing after drills or real events
- Coordinates updates to the Emergency Action Plan and ensures it is communicated to all teams.

Responsibilities of Department Emergency Coordinators

- Carry or have access to radio capable of All-Call-CHANNEL 9
- Be trained on emergency protocols for medical, fire, electrical, natural disasters, violence threats, and shutdown procedures.
- Maintain a department headcount during emergencies.
- Communicate with other ECs via All-Call in case of Mayday or other emergency codes.
- Coordinate with off-site employees or teams on situations as necessary
- Coordinate with alternates to ensure coverage when absent.

Emergency Reporting Process

1. Any employee who witnesses or is aware of an emergency—call 911 if necessary and report immediately to their department EC (or alternate).
2. Department EC evaluates and, if necessary, issues an All-Call to notify other ECs.
3. Shutdown decisions are made by location/department ECs—not all departments may need to shut down for every incident.
4. All ECs relay instructions to their teams and maintain situational updates until cleared.
5. ECs coordinate with off-site employees and teams as necessary.



Medical Emergencies Protocol

In the event of a medical emergency on Adobe Rock property, the code “**MAYDAY**” will be used to activate emergency protocols. This ensures quick, clear communication, minimizing delays in life-threatening situations, and coordinated action to protect against further harm to employees or customers.

If a medical emergency occurs off-site, the **On-Site Emergency Coordinator (EC)** must be contacted as soon as possible. The EC will then determine whether to issue a “**MAYDAY**” on-site and initiate further emergency protocols as needed.

1. Identifying & Reporting a Medical Emergency

If you witness a medical emergency or accident:

1. Call 911 if immediate medical care is needed
2. Radio your department Emergency Coordinator (EC) and clearly state:
“**MAYDAY, MAYDAY, MAYDAY**” followed by:
 - Your name
 - Your location
 - A brief description of the emergency
 - Whether the area is safe

The department EC will then alert all crews and initiate further emergency protocols as required.

2. Role of the Emergency Coordinator

Once “**MAYDAY**” is called, the Emergency Coordinator will assume control of all radio communications and manage the response on the **All-Call** channel, including:

- Confirm that 911 has been called or assign someone to call 911 if it has not already been done.
 - Assign someone to contact MSHA, if required.
- Assign a team member to meet first responders at the designated entrance and lead them to the emergency location.
- Ensuring first-aid trained personnel provide CPR or first aid as needed.
- Directing personnel to gather emergency equipment
- such as:
 - AED (Automated External Defibrillator)
 - First-aid kits
 - Backboards
 - Emergency blankets



3. Pit Personnel Responsibilities

- Stop all pit operations immediately upon hearing “**MAYDAY.**”
- First-aid trained personnel should respond to the emergency site if the area is deemed safe.
- If the area is not safe (e.g. due to electrical hazards, fire, or other dangers):
 - Do NOT enter the area.
 - Immediately report the hazards over the radio.
 - Evacuate to the designated SAFE areas (see map):
 - Safe Zone #1—Main Office Building
 - Safe Zone #2—Water Tower
 - Safe Zone #3—Water Tank

4. Calling 911

If the Emergency Coordinator directs you to call 911, be prepared to provide:

- Our address: **700 E Village Blvd, Stansbury Park, UT 84074**
- A clear and calm description of the emergency. Including any hazards (i.e. downed power lines, fire, etc.)
- Inform dispatchers that a designated team member will be waiting at the entrance on Village Blvd to guide first responders.

5. Office Personnel Responsibilities

- Shutdown all operations
- Ensure no trucks travel from the scales to the pit area during the emergency.
- Stay available on the radio for communication with the Emergency Coordinator.





Fire, Electrical, Natural Disaster and Violent Threat Emergencies Protocol

Activation Codes

- Fire or Electrical: “**CODE FIRE**”
- Natural Disaster: “**CODE BLUE**”
- Violent Threat/Active Shooter: “**CODE BLACK**”

In the event of a fire, electrical, natural disaster, or a violent threat requiring immediate action, the radio codes above will be used to activate the appropriate emergency protocols. This ensures fast, clear, communication and coordination action to protect life and property.

Code FIRE-Fire/Electrical Emergencies

In the event of a fire/electrical emergency on Adobe Rock property, the code “**CODE FIRE**” will be used to activate emergency protocols.

If a medical emergency occurs off-site, the **On-Site Emergency Coordinator (EC)** must be contacted as soon as possible. The EC will then determine whether to issue a “**CODE FIRE**” on-site and initiate further emergency protocols as needed.

1. Identifying & Reporting a Code Fire Emergency

If you witness a fire/electrical emergency:

1. Call 911 if an immediate response is needed
2. Radio your department Emergency Coordinator (EC) and clearly state: “**CODE FIRE, CODE FIRE, CODE FIRE**” followed by:
 - **Your name**
 - **Your location**
 - **A brief description of the emergency**
 - **Whether the area is safe**
 -

The department EC will then alert all crews and initiate further emergency protocols as required.

During a fire emergency, employees should follow these general guidelines.

1. Ensure Personal Safety



- Assess the situation
 - Move to safety, if possible
 - Identify nearest exits and hazards
2. Contact 911 if necessary
 3. Once you are safe, contact your EC
 - a. Provide name, location, type of emergency and if the area is safe
 4. Use a fire extinguisher **only if**:
 - a. Fire is small, contained, and not spreading
 - b. It will help you escape
 5. Do not fight the fire if it is large, electrical hazards are present, or the conditions are unsafe.

Natural Disasters Protocol-CODE BLUE

Natural disaster emergencies will follow the procedures outlined in this plan, with shelter-in-place or evacuation actions based on the specific hazard. This plan includes procedures for lightning and earthquakes, along with general guidelines for other potential natural disasters.

When a natural disaster occurs on Adobe Rock property, “**CODE BLUE**” will be used to activate emergency protocols. If an event occurs off-site, the assigned Job-Site Emergency Coordinator (EC) must be contacted immediately.

The Lead EC or department ECs will determine whether to activate “**CODE BLUE**” on-site and initiate further actions.

LIGHTNING

Due to the nature of our operations, lightning presents a significant hazard. All employees must follow lightning safety procedures when lightning is present in the area.

The department EC will monitor weather conditions and determine whether a shelter-in-place, shutdown or evacuation is required.

Lightning Procedures

1. Follow EC instructions and weather alerts
 - Indoors:
 - Stay away from windows and doors
 - Avoid contact with plumbing and water
 - Outdoors:
 - Move immediately to a hard-topped vehicle or a building
 - Avoid high ground, isolated trees, and metal objects



If no shelter is available, assume the lightning safety position: crouch on the balls of your feet, tuck your head, and cover your ears.

2. After the storm:
 - Stay clear of downed powerlines
 - Report hazards immediately

EARTHQUAKE

This Earthquake emergency action plan outlines the steps to take before, during, and after an earthquake to help ensure everyone's safety.

All employees should be familiar with these procedures, know their role in an emergency, and follow instructions from Emergency Coordinators and first responders.

During an Earthquake

- **Drop, Cover, and Hold On:** Drop to the ground, cover your head and neck, and seek shelter under something sturdy or next to an interior wall.
- **Avoid Hazards:** Stay away from windows, glass, shelving, and heavy objects that could fall.
- **If outdoors:** Move to an open area away from buildings, power lines, trees, and equipment that could topple.
- **Hold On:** Remain in your safe position until the shaking completely stops.

After an Earthquake

- **Check for Injuries:** Provide first aid as needed and assist others if possible.
- **Assess Hazards:** Watch for gas leaks, broken glass, damaged wiring, unstable structures, or other dangers.
- **Be Prepared for Aftershocks:** Stay alert. Aftershocks can occur minutes or hours later.
- Follow ECs instructions for guidance on evacuation or shelter-in-place

General Shelter-in-Place Guidelines

- Stay Calm and follow ECs instructions.
- Move to designated safe area as needed
- Monitor alerts from local authorities, weather notifications, or emergency services.
- Don't leave until cleared by authorities or EC



Violent Threat/Active Shooter Protocol-CODE BLACK

This policy establishes clear procedures for responding to active threats or violent situations using Run, Hide, Fight guidance in alignment with OSHA and best safety practices.

When a violent or potentially violent threat occurs on Adobe Rock property, “**CODE BLACK**” will be used to activate emergency response protocols.

The Lead EC or Department ECs, or Job-site EC will determine whether to activate “**CODE BLACK**” on-site and initiate further emergency actions, including Run, Hide, Fight guidance and communication with law enforcement.

Run, Hide Fight Protocols

Follow Run, Hide, Fight Guidance as appropriate to the situation.

- Ensure personal safety
 - If you can escape safely, evacuate immediately.
 - If escape is not possible, lock doors, turn off lights, silence devices, and hide out of sight.
- Call/text **911** as soon as it is safe to do so.
- Provide info as necessary-Name, address, location, and description of the situation.
- Do not open doors until cleared by law enforcement or the Emergency Coordinator.

As a last resort, if you are in immediate danger, take action to stop the threat and protect yourself.

As soon as safely possible or discreetly as possible, use **Code Black** on the All-Call Channel 9 to alert all ECs to the situation.

The EC will activate additional emergency protocols and if safe to do so, initiate evacuation or shelter-in-place protocols.

- Evacuate to the designated SAFE area:
 - **Safe Zone #1—Main Office Building**
 - **Safe Zone #2—Water Tower**
 - **Safe Zone #3—Water Tank**

1. Off-Site Emergencies:

- Once safe, contact the On-Site EC immediately.
- The EC will initiate further emergency protocols as required.



Understanding Level 1 vs. Level 2 Emergencies

Understanding when to call “**MAYDAY**” and shut down pit operations is critical for workplace safety. Emergencies are classified into two levels:

Level 1 Emergency (Requires “MAYDAY” & Pit Shutdown)

A Level 1 emergency is a life-threatening situation that requires immediate response. If any of the following occur, call “**MAYDAY**” three times over the radio, state your name, location and describe the emergency.

Examples of Level 1 Emergencies:

- **Severe traumatic injuries**, including:
 - Blunt force or penetrating injuries
 - Caught-in machinery accidents
 - Falls from heights
 - Electrical injuries
 - Pinch Point injuries
- **Life-threatening medical conditions**, such as:
 - Loss of consciousness
 - Serious head injury
 - Heavy bleeding requiring immediate control
 - Amputation or any potentially fatal injury
 - Seizures
 - Cardiac Arrest
 - Shock with confusion or altered mental state
 - Inability to walk or move independently

Action: Call “**MAYDAY**”, stop pit operations, and activate emergency response procedures.

Level 2 Emergency (No “MAYDAY” Required, No Pit Shutdown)

A Level 2 emergency is non-life-threatening injury that does not require an ambulance or shutting down pit operations.

Examples of Level 2 Emergencies:

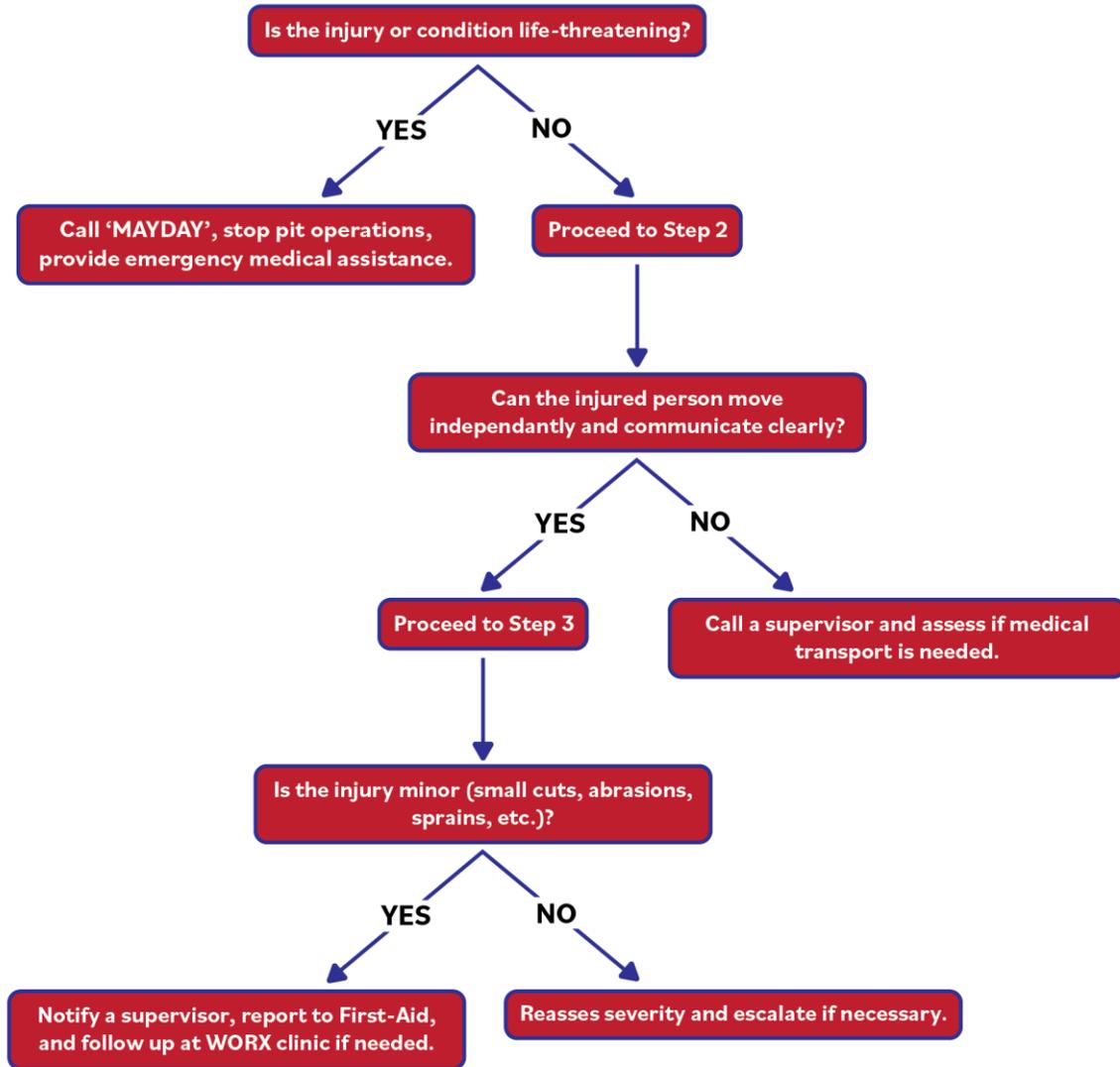
- Small cuts, scrapes, or abrasions
- Sprains or minor strains
- Other minor injuries that require first aid but are not critical

Action: Report the injury to your supervisor or safety manager.

- Go to the First-Aid area for treatment and evaluation.
- If needed, you may be referred to the WORX clinic for further care.



When To Call “MAYDAY”





Training

Safety Training will take place:

- Onboarding: An overview provided during the new hire orientation.
- Quarterly: Department-specific training and drills.
- Annually: A company-wide drill.
 - *Note: The annual drill may also count as the quarterly drill for that quarter.*

Tracking & Enforcement

- Each department manager is responsible for tracking employee participation in quarterly and annual drills, and reporting completion of quarterly drills to HR Safety and Compliance
- Safety and Compliance will maintain all training and drill records.
- Failure to complete required training may result in corrective action as outlined in company policies.
- All safety policies will be available on the WIG website under *Policies*.

Policy Review

This policy will be:

- Reviewed annually (or after any emergency or incident) by management and department Emergency Coordinators (ECs).
- Updated as necessary based on lessons learned from drills, regulatory requirements, and employee feedback.
- May be communicated during one of the following:
 - Onboarding
 - Safety meetings
 - Departmental training
 - Refresher training
 - Company-wide internal messaging



First Aid Policy

The health and safety of our employees at Adobe Rock is a top priority. We want to ensure all employees, contractors, and customers have access to immediate medical assistance in the event of an injury or medical emergency while on the premises.

Expectations

Adobe Rock is committed to maintaining a safe environment by ensuring:

- Immediate access to first aid for anyone injured or experiencing a medical emergency.
- First aid kits and equipment are available, visible, and well-stocked.
- One staff member per shift is certified in CPR and first-aid.
- All our facilities and operations comply with MSHA and OSHA regulations.

Responsibilities

Company:

Adobe Rock will:

- Provide and maintain ANSI-compliant first aid kits at key locations, including: Main Office, Megaplex, Pit Tower, Tool and Lab Connex, Maintenance Area, and all company vehicles.
- Clearly mark and restock first aid stations.
- Provide AED devices in the Main Office and Pit Tower.
- Offer certified First Aid/CPR training to designated and interested employees at least every two years.
- Integrate first aid and emergency response basics into new hire onboarding, department training and MSHA Part 46 training.
- Review and update emergency response procedures annually and after any incidents.

Team Lead:

- Ensure their team has at least one certified First Aid/CPR responder per shift (see team-specific requirements below).
- Confirm availability and condition of nearby first aid kits and AEDs.



- Report low or missing supplies to designated Safety & Compliance personnel for prompt restocking.
- Participate in incident investigations and implement corrective actions.
- Encourage team participation in training and incentive opportunities.

Team-Specific Requirements

- **Pit Team**—Must have at least one First Aid/CPR responder per shift.
- **Office & Landscape Yard**—Must have at least one certified First Aid/CPR responder available.
- **Earthworks**—Training is encouraged with a goal of at least one trained person per shift, but it is not a requirement.

Employees:

All employees are expected to:

- Report all injuries, near-misses, and medical emergencies immediately to their team leader and complete a Near-Miss & Incident Report, if necessary.
- Assist in responding to emergencies to the best of their training and ability.
- Maintain awareness of the nearest first kit and AED.
- Attend assigned first aid and CPR training sessions, as necessary.
- Always follow established emergency response procedures.

OSHA & MSHA REQUIREMENTS

OSHA CPR & First Aid Requirements

(OSHA Standard 29 CFR 1910.151)

- Employers must have personnel trained in first aid, including CPR, when no medical facility is in near proximity (typically within 3-4 minutes of response time).
- Construction sites (29 CFR 1926.50) must have at least one trained employee in first aid and CPR if medical facilities are not readily available.
- First aid supplies must be available and maintained in a readily accessible location.
- Training must be certified by organizations such as the American Red Cross, American Heart Association, or an equivalent provider.

MSHA CPR & First Aid Requirements

(MSHA Standard 30 CFR Part 56 & Part 46)

- Surface mines (e.g. gravel pits) must have at least one person per shift trained in first aid and CPR.



- Mine operators must provide basic first aid training to all new miners as part of their MSHA Part 46 training.
- First aid kits must be maintained according to ANSI (American National Standards Institute) Z308.1 standards.
- Training must be renewed periodically (usually every two years for CPR certification).

Training

- At least one employee per shift must hold a valid CPR and First Aid Certification, per OSHA and MSHA standards.
- Training must be certified through the American Red Cross, American Heart Association, or equivalent provider.
- First Aid and CPR training will be offered every two years, with refreshers as needed.
- First aid training is required for all new miners as part of MSHA Part 46 training.

Tracking

HR will track:

- All First Aid/CPR certifications and expiration dates
- All AED devices and expiration dates
- All incident and near-miss reports in the Safety Log

Management Review:

Adobe Rock management will review all incident and near-miss reports within 30 days and recommend appropriate action, such as:

- Engineering or administrative control changes.
- Updates to procedures or equipment
- Additional employee training

Policy Review

This policy will be:

- Reviewed annually or after any significant medical incident.
- Updated as necessary to align with changes in OSHA/MSHA standards, operational practices or incident trends.
- Communicated during onboarding, safety meetings, and annual refresher trainings.



CPR Infographic



1

CALL EMERGENCY
NUMBER



2

CHECK VITAL
SIGNS



3

CHECK BREATHING



4

GIVE RESCUE
BREATHS



5

PERFORM CPR



6

TURN ON SIDE

Provided by:



HEALTH & SAFETY TRAINING

abchealthandsafety.com



Step 1: Call 911

- If the person is unresponsive and not breathing normally, call 911 immediately.
- If others are present, ask someone to call 911 when you begin CPR. If alone, call first before starting compressions.

Step 2: Check Vital Signs

- Check risks and dangers to the unconscious persons face then Shake the person gently and ask, “Are you okay?”
- If unresponsive, do not leave the person alone. Ask bystanders for help or call out for help.

Step 3: Check Breathing

- Look for chest movement, feel for breath, and listen for sounds.
- If no breathing or abnormal breathing is detected within 10 seconds, begin CPR immediately.
- If normal breathing is present, place the person in the recovery position (on their side) and wait for medical help.
- If breathing is blocked, tilt the head back, lift the chin, and clear the airway.

Step 4: Perform Chest Compressions

- Kneel beside the person and place both hands (palms down) in the center of the chest.
- Interlock fingers, keep arms straight, and push down 1-2 inches with heel of one hand using firm, rapid compressions.
- Perform 100-120 compressions per minute (about 2 compressions per second).
- Continue performing chest compressions until medical help arrives or another trained responder takes over.

Step 5: Provide Rescue Breaths

- Give 2 rescue breaths after every 30 chest compressions.
- Tilt the person’s head back, lift their chin, and pinch their nose shut.
- Seal their mouth with yours and breathe steadily inside their mouth, ensuring their chest rises and falls.
- Each breath should take about 1 second, with both breaths completed within 5 seconds.
- **If you are uncomfortable giving rescue breaths, continue with hands-only CPR after calling 911.**



Step 6: Keep Repeating

- Continue CPR until medical help arrives or the person shows signs of life (movement, opening their eyes, breathing, coughing, or speaking)
- Once they regain consciousness, place them in the recovery position.
- If you become tired, ask someone nearby to take over compressions.

By following these steps correctly, you can help sustain a person's heart function until emergency responders arrive, improving their chances of survival.

Adapted from Source: <https://abchealthandsafety.com/>



Reporting & Record-Keeping

At Adobe Rock, safety is our top priority. We follow all MSHA and OSHA standards to keep our gravel pit, landscape yard, warehouse, and office safe for all our employees and customers.

Why Reporting Matters

- Accurate reporting of incidents, near-misses, hazards, and safety concerns help us:
- Protect employee health and prevent injuries.
- Stay compliant with MSHA and OSHA requirements
- Avoid fines, lawsuits, or shutdowns.
- Keep equipment running and working efficiently.

We encourage employees to report hazards and near-misses without fear of retaliation.

Near-Miss & Incident Reporting

Adobe Rock Reporting Requirements

- **Property damage**
- **Minor injuries that do not require hospitalization**
- **Near-misses-events that did not result in injury or damage but had the potential to do so.**
- Employees must complete a **Near-Miss & Incident** and submit it to management within 24 hours of the occurrence.
- Reports must be submitted using the **Near-Miss & Incident Report**, available at <https://wig.adoberock.com/> under **Near Miss Report** tab. Reports may be submitted online or printed.
- Reports will be used for internal investigations, safety improvements, and training purposes.
 - Reports are **NOT** considered disciplinary action unless there is misconduct, negligence, or a policy violation.
- All completed reports and any corrective action taken will be filed in the Adobe Rock Safety Log and, when appropriate, included in the relevant employee files.

In the case of serious injury or fatality, emergency medical services must be contacted immediately, and an investigation must follow per MSHA/OSHA guidelines.



Record-Keeping Procedures

Adobe Rock will:

- Keep records of injuries, inspections, and training
- Training records (certifications, safety training, and refreshers) will be updated and kept for at least 3 years, per OSHA requirements.
- Incident, near-miss, and hazard reports will be saved for at least 5 years, per MSHA and OSHA requirements.
- Equipment inspection logs for forklifts, loaders, and other heavy equipment will be filled out at the start of each shift and kept for at least 1 year.
- Safety Audits and inspection records (including any corrective actions) will be kept for at least 2 years.
- Emergency Action Plans will be reviewed yearly, updated if needed, and employee training records kept for the duration of employment, per MSHA and OSHA requirements



Training Calendar & Safety Drills

Adobe Rock Safety Commitment

We are dedicated to keeping our workplace safe, healthy, and productive by following OSHA, MSHA and company safety policies.

Our training calendar includes regular safety training, drills, and policy reviews, to prevent injuries, prepare for emergencies, and improve efficiency.

We focus on:

- Preventing injuries with proactive training and safety measures.
- Promoting safety awareness and best practices.
- Supporting employees through proper training and hazard prevention.

Monthly Safety Meeting Calendar

Month	Training
January	PPE
February	Emergency Action Plan
March	General Storage/Housekeeping/Record Storage
April	Benefits Enrollment/ Changes to EE Policies
May	Fleet Vehicle and Forklift Safety
June	Slips, Trips, Falls
July	Lockout/ Tagout/Hazard Communication
August	Pinch Points & Line of Fire
September	Elevated Work & Fall Protection
October	Tools & Hot Work
November	High Walls, Trenches, & Stockpiles
December	Storage, Ergonomics & Work Environment

*Scheduled topics are subject to change based on needs



In addition to general workforce safety training, Adobe Rock provides specialized safety training tailored to specific job roles and work environments. This ensures our employees have the knowledge and skills to safely operate equipment, handle materials, and respond to workplace hazards.

Refresher Safety Training		
Training/Drill	Frequency	Description
CPR & First Aid Certification	Upon Hire & Every 2 yrs	Certification training for designated employees on CPR, AED use, and basic first aid procedures.
Forklift Operator Training	Upon Hire & As Needed	OSHA-compliant forklift certification and refresher training for authorized operators.
Refresher Training on all standards	Annually	Review of all safety standards required by MSHA
Mining Equipment & Heavy Machinery Training	Upon Hire & Annually	Hands-on and instruction training for employees operating mining equipment or other heavy machinery.
Hazard Communication & Workplace Safety	Upon Hire & Annually	Covers proper handling of workplace materials, hazard identification, and safety signage.
Lockout/Tagout Training	Upon Hire & Annually	Ensure employees understand energy control procedures before servicing electrical or mechanical equipment.
PPE	Upon Hire & Annually	Ensure appropriate protective equipment (like hard hats, safety glasses,



		gloves, etc.) is provided and used.
--	--	-------------------------------------

- All Safety policies and procedures will be reviewed and updated as needed on an annual basis.

Employees will be informed of any changes and required to complete any updated training or policy acknowledgement forms.



PPE: Personal Protective Equipment

Personal Protective Equipment (PPE) is essential for maintaining a safe work environment and preventing workplace injuries at Adobe Rock. While PPE does not replace other safety measures, it works alongside them to minimize risks and protect employees from hazards when used and worn correctly and consistently.

Expectations

PPE is required based on job tasks and work areas, including, but not limited to, operations in the gravel pit, landscape yard, and Earthworks teams.

PPE REQUIRED



EAR PROTECTION



HIGH-VIS VEST



GLOVES



HARD HAT



EYE PROTECTION



STEEL-TOE SHOES



Who Needs to Wear PPE?

	HARD HAT	EYE PROTECTION	GLOVES	STEEL-TOED SHOES*	EAR PROTECTION	HIGH-VIS VEST
GRAVEL PIT	✓	✓	✓	✓	✓	✓
CONSTRUCTION JOB SITE	✓	✓	✓	✓	★	★
LANDSCAPE YARD	★	★	★	✓	★	★
EARTHWORKS TEAM	✓	✓	✓	✓	✓	✓
DRIVERS	★	✓	✓	✓	★	★
MAINTENANCE	✓	✓	✓	✓	✓	✓
OFFICE**	★	★	★	★	★	★

✓ REQUIRED

★ AS NEEDED

*Employees are required to provide their own steel-toed boots.

**Office staff are not required to wear PPE unless they enter designated work areas, in which case they must follow all safety protocols.



Responsibilities

Per MSHA Part 46 & 56 and OSHA 1910.132 and 1926.20

Company Responsibilities:

- Provide required PPE, including hard hats, safety glasses, gloves, hearing protection, and high-visibility shirts.
- Maintain spare PPE for visitors and new hires.
- Conduct annual PPE training for all members.

Team Leader Responsibilities:

- Ensure each team member receives PPE training during initial training period.
- Distribute company-provided PPE as needed.
- Enforce PPE policies and safety procedures consistently.
- Team leaders or designated employees will monitor PPE compliance daily.

Employee Responsibilities

- Always wear PPE when required.
- Regularly inspect, clean, and maintain PPE, replacing it when necessary.

Training

Every team member will be trained to understand:

- When PPE is required
- What type of PPE is necessary
- How to properly wear, adjust, and remove PPE
- PPE limitations
- Proper care, maintenance, and disposal of PPE

Tracking & Enforcement

Tracking:

Training completion, PPE equipment inspections, or warnings will be documented and stored in Adobe Rock Safety & Compliance files and employee personnel files, as needed.

Enforcement:

Employees found not complying with this safety policy may face disciplinary action, which may include:

- Verbal warnings
- Written warnings



- Suspension and/or retraining
- Termination for repeated or willful violations.

Policy Review

This policy will be:

- Reviewed annually or if operation changes introduce new areas requiring PPE.
- Updated in response to any accidents, near-misses, or regulatory changes.
- Communicated with all employees during safety meetings and onboarding training.



Fleet Vehicle Safety

This policy contains the expectations and responsibilities for all employees authorized to operate Adobe Rock fleet vehicles. Our goal is to ensure the safety of our employees, maintain vehicle integrity, and represent the company professionally in the community.

Expectations

Eligibility

To operate an Adobe Rock fleet vehicle, employees must:

- Hold a valid driver's license appropriate for the specific vehicle type.
- Maintain a clean driving record, subject to review.
- Be officially authorized by management before vehicle use.
- Submit copies of their driver's license, MVR, and applicable CDL licenses to be kept on file and updated.
- Notify management immediately of any change in license status.

Permitted Use

Fleet vehicles may only be used for:

- Commuting to and from work (including reasonable stops)
- Job site visits
- Deliveries
- Client meetings
- Other approved company-related tasks

Personal use is not permitted unless prior approval is granted by management. Only the authorized employee may operate the vehicle. Family or friends may ride as passengers but may not drive under any circumstances.

Professional Representation

Employees are expected to:

- Drive respectfully and represent the company positively.
- Keep vehicles clean and in good working condition.
- Avoid behavior that could damage Adobe Rock's public image.



Fuel Card Usage

Employees issued a WEX fuel card must:

- Use it only for authorized fuel purchases.
- Input accurate vehicle mileage at each fill-up.
- Report lost or stolen cards immediately to management.

Maintenance & Inspections

Drivers are expected to:

- Complete vehicle inspections as required:
- **DOT Drivers:** Must complete daily pre- and post-trip vehicle inspections.
- **Non-DOT Drivers:** Complete a monthly vehicle inspection.
- Report mechanical issues promptly.
- Schedule and follow through with regular maintenance as directed.

Note: During MSHA audits, inspectors may request pre-trip inspection records from any personnel operating equipment in the pit.

Insurance & Accidents

In the event of an accident:

- Call emergency services if needed.
- Report the incident to your supervisor and HR immediately.
- Document the incident thoroughly (photos, witness statements).
- Do not admit fault or discuss liability at the scene.

Prohibited Uses

Fleet vehicles may NOT be used for:

- Personal travel, vacations, or errands
- Transporting hitchhikers
- Lending to other employees, friends, or family
- Towing personal trailers or recreational vehicles
- Installing unauthorized equipment (e.g., stereos, lighting)

Note: Company owners' vehicles may be exempt from the above restrictions.

Responsibilities

Company Responsibilities

Adobe Rock will:

- Maintain registration, insurance, and licensing for all vehicles.



- Ensure vehicles are regularly serviced and inspected.
- Address maintenance issues promptly after they are reported.

Team Lead Responsibilities

- Ensure assigned drivers meet eligibility requirements.
- Monitor vehicle conditions and maintenance compliance
- Report fleet-related issues to management.
- Enforce adherence to this policy within their teams.

Employee Responsibilities

All Adobe Rock drivers must:

- Obey all traffic laws and drive safely.
- Use seat belts and ensure passengers do the same.
- Avoid distracted driving, especially texting or handheld phone use.
- Keep vehicles secure (keys removed, docks locked when unattended).
- Report any license suspension or restriction to team leader or management by next business day.
- Refrain from operating a vehicle when impaired or unfit.
- Follow all Adobe Rock policies related to drugs, alcohol, cell phones, and firearms.

Tracking and Enforcement

Tracking:

Adobe Rock reserves the right to:

- Use GPS systems to monitor vehicle use.
- Conduct period MVR checks and safety audits.
- Track fuel card uses for irregularities or misuse.
- Investigate reports of unsafe driving or policy violations.

All licenses, insurance, MVRs, and Driver's Licenses will be documented and stored in Adobe Rock Safety & Compliance files and employee personnel files, as needed.

Enforcement:

Employees found not complying with this fleet policy may face disciplinary action, which may include:

- Verbal warnings
- Written warnings
- Suspension and/or retraining



- Termination for repeated or willful violations.

Policy Review

This policy will be:

- Reviewed annually or as needed.
- Updated in response to any accidents or regulatory changes.
- Communicated with all employees during safety meetings and onboarding training.



Slip, Trip, & Falls Policy

Adobe Rock is committed to ensuring the safety of all employees, contractors, and visitors. This policy is designed to prevent injuries resulting from slips, trips, and falls, in full compliance with OSHA and MSHA. This will apply to all Adobe Rock operations, including administrative areas, construction sites, open-pit mining operations, landscape yard and warehouse/storage facilities.

Key Safety Factors

There are three physical elements involved in most slip, trip, and fall incidents:

- Friction: Resistance between your shoes and the walking surface.
- Momentum: The force created by your body's speed and movement.
- Gravity: The natural force pulling you downward.

Understanding and controlling these elements helps reduce risk.

Type	Definition	Common Causes	Prevention Tips
Slips	A slip is a loss of balance due to low friction between footwear and walking surface.	Caused by wet, oily, or icy surfaces; poor footwear; rushing or not watching where you're walking.	Wear proper footwear, clean up spills promptly, use signage, and walk—don't run.
Trips	A trip occurs when your foot strikes an object or uneven surface, causing loss of balance.	Caused by clutter, cords, uneven surfaces or obstructed walkways.	Keep work areas tidy, secure cables, and repair uneven flooring.
Falls	A fall occurs when your center of gravity moves beyond your base of support.	It can result from slips, trips, or unprotected edges.	Maintain situational awareness and follow all ladder and scaffold safety procedures.



Expectations

General Requirements:

- All walking-working surfaces must be kept clean, dry, and free of known hazards.
- Immediate cleanup of spills or weather-related hazards (snow, ice, mud, etc.).
- Ensure proper lighting in all work areas.
- Provide adequate drainage and non-slip floor coverings in wet locations. Guardrails or fall protection must be used at elevations per OSHA (4ft for general industry) and MSHA (30 inches for surface mining).
- All ladders, scaffolds, and elevated platforms must meet safety requirements and be inspected regularly.
- Tools, materials, and debris must be stored properly and never left on walking paths.

Responsibilities

Company Responsibilities

- Provide resources and support to ensure the policy is effectively implemented.
- Ensure all walking-working surfaces meet safety standards and are maintained in good condition.
- Supply appropriate signage, equipment, and PPE to reduce fall risks.
- Ensure all employees receive proper training on hazard recognition and fall prevention.
- Encourage and support a culture of safety, including reporting and addressing hazards promptly.
- Review incidents and near-misses to improve safety practices and prevent recurrence.

Team Lead Responsibilities:

- Conduct regular inspections of walking-working surfaces.
- Ensure employees are trained in fall prevention policies.
- Promptly respond to hazard reports and take corrective action.
- Maintain all equipment and fall protection systems in safe working condition.

Employee Responsibilities:

- Always stay aware of your surroundings.
- Wear appropriate footwear and PPE.
- Report hazards immediately to a supervisor.
- Participate in safety training and follow posted safety signs and procedures.



Training

All Adobe Rock employees will receive annual training on slip, trip, and fall prevention. Site-specific training will be given during onboarding and after any incident.

Additional refresher training will be provided on a semi-annual basis and recorded.

Tracking & Enforcement

Tracking:

All near-miss and incident reports will be documented and kept on file by Safety & Compliance team. These reports will be reviewed to identify trends and reoccurring hazards. Follow-up actions may include:

- Additional employee training
- Engineering or administrative controls
- Changes in work procedures or equipment.

Enforcement:

After any incident or near-miss, the team leader or safety personnel will:

- Investigate the cause and report it.
- Ensure prompt corrective actions.
- Re-train involved employees if needed.
- Reinforce safety rules and procedures.

Repeated or willful failure to follow slip, trip, and fall prevention policies may result in the following disciplinary action.

- Verbal Warning
- Written Warning
- Suspension or Termination

Policy Review

This policy will be:

- Reviewed annually or if new slip, trip or fall hazards are introduced.
- Updated In response to any accidents, near-misses, or regulatory or operational changes.
- Communicated to all necessary employees during safety meetings, onboarding training, or annual refresher training.



Lockout/Tagout

Stored energy is energy that remains in a system or object and can be released for use later. It can also be called residual or potential energy. Stored energy can take many forms, including:

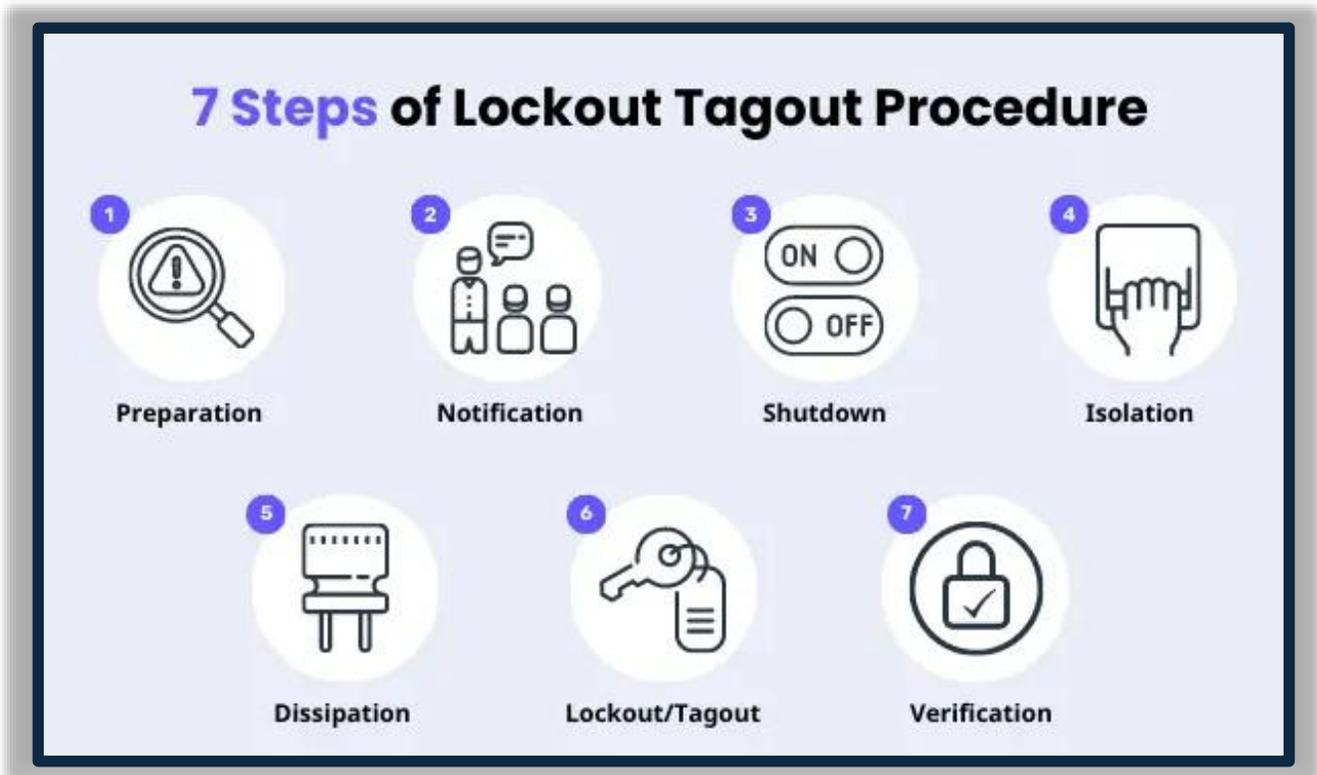
- Mechanical: such as coiled springs, pneumatic reservoirs, or cylinders
- Gravitational: such as falling weight or falling water
- Electrical: such as live electrical systems
- Chemical: such as biomass, batteries, natural gas, petroleum, and coal
- Hydraulic: such as hydraulic systems
- Thermal: such as heat

Expectations

Lockout Tagout (LOTO) is a critical safety procedure used at Adobe Rock to protect employees from injury when working on or around equipment that could start up unexpectedly or release hazardous energy. It involves shutting off machinery, locking it in a safe position, and tagging it to let others know it should not be used.

All team members must understand when LOTO is required and follow proper procedures without exception. **Only trained and authorized personnel may perform LOTO, and no one should remove another person's lock or tag.**

Following LOTO procedures helps us prevent serious injuries and save lives. At Adobe Rock, we expect everyone to take these steps seriously as part of our commitment to a safe and responsible workplace.



Step 1: Preparation –

- Find What Needs to Be Shut Down
 - Identify the machine, equipment, or process that needs to be turned off.
- Check for Hazards
 - Identify any power sources and possible dangers before shutting it down.

Step 2: Notification –

- Let Everyone Know who is affected by the shutdown
- Share Important Details
 - Explain what's being shut down, why, how long it will take, who's in charge, and who to contact for questions.

Step 3: Shutdown –

- Turn Off the Equipment
 - Follow the shutdown steps from the manufacturer or Adobe Rock.
- Ensure It's Fully Stopped
 - Make sure all moving parts have completely stopped before proceeding.



Step 4: Isolation (De-Energization) –

- Cut Off the Power
 - Disconnect the equipment from energy source.
- Secure the Shutdown
 - Switch off breakers and/or valves or switches, depending on the equipment.

Step 5: Dissipation –

- Remove Leftover Energy
 - Get rid of any remaining power still in the equipment.
- Make It Safe
 - Disconnect, restrain, or relieve pressure—depending on the equipment.

Step 6: Lockout/Tagout –

- Lock It Up
 - Secure equipment with a lock to prevent it from being powered on.
- Tag for Safety
 - Attach a tag with the name of the person who locked it and any important details. Tags can be found in Pit Tower, if needed.

Step 7: Isolation Verification –

- Double-Check Everything
 - Review all the previous steps to make sure everything was done correctly.
- Test for Safety
 - Try activating the equipment controls—if nothing happens, it means the energy isolation is complete.

Responsibilities

Company Responsibilities:

- Provide annual lockout/tag out training to employees affected by lockout and tagout procedures.
- Inspect energy control procedures and practices at least annually to ensure that lockout/tagout procedures are being followed.
 - Inspections should be conducted by individuals who do not directly use energy control procedures.
 - Inspections must include a review between the inspector and each authorized employee to discuss their responsibilities under LOTO being inspected.
- Certify that periodic inspections have been performed.



- Maintain a file containing information about equipment, machinery, and operations that require lockout/tag out procedures. The file should include:
 - Equipment/machinery location, description, power source, and primary hazards.
 - A list of primary operators/maintenance personnel.
 - A list of lockout/tag out equipment maintained on site.

Team Leader Responsibilities:

- Ensure that all employees involved in work requiring lockout/tag out of energy sources understand and follow these procedures.
- Ensure employees are trained in energy control procedures before operating machinery of equipment.
- Provide and maintain necessary equipment and resources, such as injury prevention signs, tags, padlocks, and seals.
- Monitor daily compliance

Employee Responsibilities:

- Follow the specific procedures outlined in this document for all tasks that require lockout/tagout procedures.

Training

Designated employees will receive annual training on lockout/tagout procedures. This training will cover:

- The purpose and importance of lockout/tagout procedures.
- When and how to properly use these procedures.
- The reasons for implementing lockout/tagout to prevent hazardous energy exposure.
- Ensuring employees understand and follow all applicable hazardous energy control procedures.

Tracking & Enforcement

Tracking:

All employee training, safety records, documentation of incidents, inspections and violations will be maintained by Adobe Rock and placed in the appropriate employee files or made available through Human Resources (HR) for compliance tracking and review.

**Enforcement:**

- Violations of this policy may result in:
 - Verbal and written warnings
 - Suspension or retraining for serious or repeated violations
 - Repeated or willful violations may lead to termination.

If the infraction is severe, the enforcement of the policy may jump directly to termination. Additional corrective actions such as suspension or retraining may also be applied as necessary.

Policy Review

This policy will be:

- Reviewed annually or if operation changes introduce new areas requiring lockout/tagout procedures.
- Updated in response to any accidents, near-misses, or regulatory changes.
- Communicated with all employees during safety meetings and onboarding training.



Pinch Points

At Adobe Rock, the safety of our employees is an integral part of our daily operations. Working in and around equipment, conveyors, landscape materials, heavy machinery and other equipment exposes employees to potential pinch point hazards. These hazards are a leading cause of serious workplace injuries. This policy is designed to align with both MSHA and OSHA regulations and reflects Adobe Rock's commitment to identifying and controlling these risks.

Pinch Point Definition

A Pinch Point is any point where a person or part of their body (most commonly hands or fingers) can be caught between two moving objects, or between a moving object and a stationary one. Common examples include:

- Conveyor belts and pulleys
- Excavator arms and buckets
- Rollers, gears, and rotating equipment
- Tailgates and loading areas
- Hinged or sliding parts on machinery

Expectations

Adobe Rock encourages all employees to follow these safety measures to reduce the risk of pinch point injuries and stay in compliance with MSHA and OSHA regulations:

- **Stay Alert:** Maintain constant awareness of hand, foot, and body placement around equipment, especially when others are operating the machinery.
- **Use Guards:** All equipment with pinch points must be properly guarded. Guards may only be removed when the equipment is powered off, locked out, and tagged out.
- **Wear Proper PPE:** Always wear the appropriate PPE.
- **Lockout/Tagout:** All employees must follow LOTO procedure before performing maintenance, cleaning or servicing on any equipment with potential pinch points.
- **Use Tools Properly:** Use tools or push sticks to avoid placing hands near moving parts.



Responsibilities

Company Responsibilities

Adobe Rock is committed to reducing the risk of pinch points injuries by doing the following:

- **Identifying Hazards and Controls:** Regularly inspect work areas to spot pinch point hazards and apply controls to reduce risk.
- **Guarding and Equipment Maintenance:** Ensure all equipment has required guards, is properly maintained, and repairs are completed and documented promptly.
- **Training & Education:** Train all employees to recognize and avoid pinch points hazards, use equipment and PPE correctly, and follow emergency procedures.
- **Safe Work Procedures:** Create and enforce procedures to limit pinch point exposure for all teams.
- **Safety Culture:** Foster open communication, hazard reporting, and employee involvement in safety efforts.
- **Incident Investigation:** Quickly investigate incidents to find root causes and correct issues.

Team Leaders must:

- Ensure all equipment is properly guarded.
- Provide ongoing safety training and enforce compliance.
- Conduct regular inspections to identify and mitigate hazards.

Employees must:

- Follow all safe work procedures.
- Never bypass safety guards or controls.
- Participate in required training.
- Immediately report any hazards or unsafe conditions.

Training

Per OSHA and MSHA standards, all employees will be trained on the specific hazards associated with pinch points, including how to recognize them, avoid, and safely work around them (OSHA 1926.1430(e) and MSHA § 1926.1424).



Tracking & Enforcement

Tracking:

All employee training, safety records, documentation of incidents, inspections and violations will be maintained by Adobe Rock and placed in the appropriate employee files or made available through Human Resources (HR) for compliance tracking and review.

Enforcement:

Failure to comply with this policy, including the misuse of equipment or ignoring pinch point controls, may result in disciplinary action, up to and including termination, according to Adobe Rock's safety enforcement standards. Additional corrective actions such as suspension or retraining may also be applied as necessary.

Policy Review

This policy will be:

- Reviewed annually or if operation changes introduce new areas requiring training on pinch points
- Updated in response to any accidents, near-misses, or regulatory changes.
- Communicated with all employees during safety meetings and onboarding training.



Line of Fire

The purpose of this policy is to prevent injuries related to “line of fire” incidents—situations where employees are at risk of being struck, caught, or crushed by moving equipment or objects and is aligned with MSHA and OSHA regulations. This includes operations involving trucks, loaders, excavators, forklifts, and other heavy machinery used in Adobe Rock’s Landscape yard, Gravel pit, Trucking and Maintenance, and Earthwork teams.

Line of Fire Definition

A simple definition of “line of fire” is being in harm’s way. Line of fire injuries occur when the path of a moving object or the release of hazardous substances intersects with an individual’s body

Examples of Line of Fire Injuries

- Caught-In or between
- Struck by
- Released Energy

Expectations

All Adobe Rock employees are expected to:

- Understand and recognize line of fire hazards such as moving equipment, swinging arms, rotating parts, backing vehicles, tipping loads, and tensioned materials.
- Maintain situational awareness and clear communication around active equipment zones.
- Never enter the operating radius or blind spot of heavy machinery without eye contact and acknowledgement from the operator.
- Follow all signage, barricades, and designated pedestrian walkways.
- Always wear hi-vis PPE.
- Be aware of weather conditions that increase potential injuries. i.e., high winds and materials not secured properly.
- Follow all lockout-tagout procedures.
- Do not work with equipment missing guard controls.



Responsibilities

Company Responsibilities

Adobe Rock will:

- Conduct regular hazard assessments to identify potential line of fire zones in all operational areas.
- Implement safe work procedures that separate people from moving equipment where feasible.
- Provide appropriate PPE and signage for all necessary areas
- Equip machinery with functioning alarms, lights, cameras, and mirrors.
- Maintain a traffic management plan for the yard, pit, and job sites to reduce collision and strike risks.

Team Leader Responsibilities

- Ensure all employees are trained to recognize and avoid line of fire hazards.
- Enforce safe zones and keep unauthorized personnel out of equipment operating areas.
- Coordinate spotters when visibility or maneuvering space is limited.
- Stop work if unsafe proximity or poor communication is observed between workers and equipment.
- Lead safety briefings (as needed) with emphasis on upcoming tasks and movement zones.

Employees Responsibilities

All employees must:

- Stay out of equipment swing zones, travel paths, and dump zones unless directed and cleared.
- Make eye contact and receive a hand signal or radio confirmation before approaching actively operated equipment.
- Never walk or stand between a machine and a fixed object or another vehicle.
- Use designated walkways, crossing points, and maintain a safe buffer zone (minimum 10 ft).

Training

Employees working near heavy machinery must receive training on:

- Line of fire hazard recognition and situational awareness.
- Safe communication protocols (hand signals, radios, eye contact)
- Equipment with blind spots and danger zones



- Procedures for approaching or working near mobile equipment
- Emergency response steps in case of contact or entrapment.

Training is required:

- Upon hiring or reassignment
- After any incident or near-miss involving equipment
- Annual MSHA Part 46/48/56 and OSHA 29 CFR 1910 and 1926 hazard awareness refresher

Tracking & Enforcement

Tracking:

Policy compliance will be monitored daily by the team leader or designated person responsible.

All employee training, safety records, documentation of incidents, inspections and violations will be maintained by Adobe Rock and placed in the appropriate employee files or made available through Human Resources (HR) for compliance tracking and review.

Enforcement:

- Violations of this policy may result in:
 - Verbal and written warnings
 - Suspension or retraining for serious or repeated violations
 - Repeated or willful violations may lead to termination.

Supervisors will also investigate all incidents involving equipment contact or near-misses to determine causes and corrective actions.

Policy Review

This policy will be:

- Reviewed annually or if operation changes introduce new areas requiring training on line of fire hazards.
- Any line of fire incidents, equipment-related injury, or near misses.
- Updated MSHA/OSHA guidance or regulatory changes
- Communicated with all employees during safety meetings and onboarding training.



Elevated Work

Tasks performed above ground level—whether it is in the landscape yard, pit operations, or Earthworks team—expose employees to fall hazards that can result in serious injury. This policy outlines the standards and procedures to prevent falls and related injuries in compliance with MSHA and OSHA regulations.

Every team member is responsible for recognizing hazards, using proper fall protection, and following this policy to ensure a safe work environment.

Elevated Work Definition

Elevated work refers to any activity conducted at six feet or more above a lower level or in areas where a fall hazard exists, including, but not limited to:

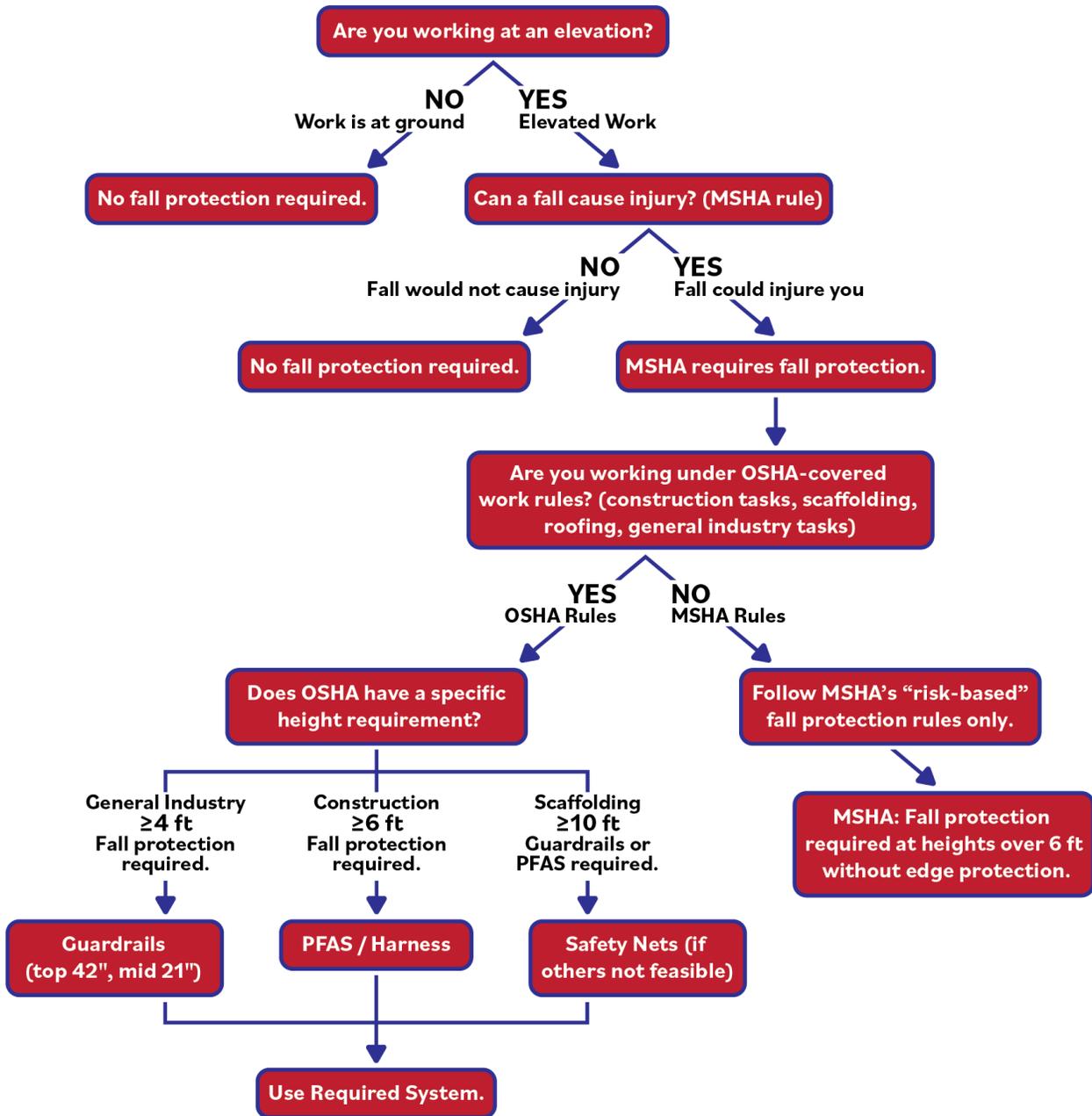
- Working on equipment, trailers, flatbeds, ladders
- Accessing elevated platforms, bins, boxes, and warehouse shelving.
- Performing inspections, maintenance, or operations from ladders, ledges, or slopes.

Expectations

All employees, team leaders, and managers are expected to:

- Recognize tasks that require elevated work (working at 6ft or more above the ground or near a fall hazard).
- Use appropriate fall protection systems (e.g. guard rails, tie-offs, etc.)
- Follow all safe work practices, ladder protocols, and equipment guidelines.
- Report unsafe conditions or damaged equipment immediately.

Before starting elevated work, follow this decision tree to choose the correct fall protection.



Responsibilities

Company Responsibilities

Adobe Rock will:

- Identify elevated work hazards and assess risk areas during routine safety inspections.



- Provide OSHA/MSHA-compliant fall protection systems, including ladders, guardrails, and other safety procedures as necessary.
- Maintain all fall protection equipment in safe, working condition.
- Ensure fall hazards are controlled by engineering methods (guardrails) or administrative controls when possible.
- Offer ongoing training and documentation for all affected employees.

Team Leader Responsibilities

- Enforce elevated work safety policies consistently across all work areas.
- Ensure fall protection systems are being used correctly.
- Conduct regular site inspections for elevate work.
- Confirm employees are trained properly and competent in elevated work protocols.
- Correct unsafe behavior or conditions immediately.

Employee Responsibilities

- Use fall protection systems when working at elevation or near fall hazards.
- Inspect all fall protection equipment before each use.
- Follow proper ladder safety
- Avoid climbing on stockpiles or standing on equipment unless authorized.
- Report any unsafe conditions, missing guardrails, or equipment defects to a supervisor.

Training

Adobe Rock will provide training for all employees involved in elevated work. Training will include:

- Identifying fall hazards in the Landscape Yard, Megaplex, Pit Operations and for the Earthworks Team
- Proper use of fall protection systems
- Ladder and platform safety
- Emergency response procedures in the event of a fall
- Annual refresher training

Tracking & Enforcement

Tracking:

Training completion, fall protection equipment inspections, and safety audits will be documented and stored in Adobe Rocks safety management system.

Enforcement:

Any employee found not complying with this policy may face disciplinary action, which may include:



- Verbal or written warnings
- Suspension or retraining
- Termination for repeated or willful violations.

Policy Review

All violations, near misses, and incidents, will be reviewed to identify causes and improve procedures.

This policy will be:

- Reviewed annually or when operation changes introduce new fall hazards
- Updated in response to any accidents, near-misses, or regulatory changes.
- Communicated with all employees during safety meetings and onboarding training.



Hand & Power Tools

This policy outlines standards for safe use, inspection, and maintenance of hand and power tools. It ensures employees are trained, equipped, and held accountable to minimize injuries and comply with OSHA regulations.

Adobe Rock requires all employees to be trained in the proper handling, use, and daily inspection of hand and power tools to prevent workplace injuries.

Expectations

Employees using tools must:

- Understand and lessen hazards associated with each tool.
- Wear appropriate PPE for the task.
- Avoiding loose clothing, jewelry, or unsecured long hair near moving parts.
- Follow all manufacturer guidelines for use and maintenance.
- Inspect tools before each use. Remove and tag defective tools as “DO NOT USE”
- Use tools only for their intended purpose and within design limits.
- Keep working areas clean and free from debris to prevent slips, trips, and falls.
- Ensure bystanders remain at a safe distance from power tool operations.

HAND & POWER TOOLS

Employees who use hand and power tools and are exposed to the hazards of falling, flying, abrasive, and splashing objects, or to harmful dusts, fumes, mists, vapors, or gases must be provided with the appropriate PPE.

Employees should be trained in the proper use of all tools. Workers should be able to recognize the hazards associated with the different types of tools and the safety precautions necessary.

Five basic safety rules can help prevent hazards associated with the use of hand and power tools:



1

Keep all tools in good condition.



2

Use the right tool for the job.



3

Do not use damaged tools.



4

Operate tools according to instructions.



5

Use the right personal protective equipment.



Power Tool Safety Guidelines

To prevent injuries:

- Wear safety goggles, gloves, and protective footwear.
- Never carry tools by cords or hoses.
- Avoid yanking cords or hoses to unplug tools.
- Keep cords and hoses away from heat, oil, and sharp edges.
- Disconnect tools when not in use, during maintenance, or when changing accessories.
- Secure workpieces with clamps or vises to allow two-handed operation.
- Avoid accidental starts—do not carry plugged-in tools with fingers on switches.
- Maintain tools—keep them clean, sharp, and lubricated per manufacturer guidelines.
- Maintain good balance and footing while operating tools.
- Store electric tools in a dry place and avoid using them in wet areas unless rated for such use.
- Ensure cords do not create tripping hazards.
- Operate tools only within their design limitations.
- Keep work areas well-lit during tool use.

Responsibilities

Company Responsibilities

Adobe Rock will:

- Maintain tools and equipment in safe working conditions.
- Ensure all employees have the tools necessary for each task.
- Offer ongoing training of proper use, as necessary.

Team Leader Responsibilities

- Conduct regular safety inspections of tools and job sites.
- Enforce this policy and OSHA requirements.
- Ensure employees are trained in tool use
- Ensure guards and PPE are provided and used correctly.

Employee Responsibilities

- Use tools only if trained and authorized.
- Inspect tools before use and report unsafe conditions immediately.
- Use the correct tool for the job and store tools safely after use.
- Alert coworkers and team leads to unsafe conditions.



Training

All field employees must be trained in the safe handling, operation, and storage of hand and power tools as part of their onboarding and ongoing safety education.

Tracking & Enforcement

Tracking:

Policy compliance will be monitored daily by the team leader or their designee.

All employee training, safety records, documentation of incidents, inspections and violations will be maintained by Adobe Rock and placed in the appropriate employee files or made available through Human Resources (HR) for compliance tracking and review.

Enforcement:

Any employee found not complying with hand & power tool safety policies may face disciplinary action, which may include:

- Verbal or written warnings
- Suspension or retraining
- Termination for repeated or willful violations.

Policy Review

All violations, near misses, and incidents will be reviewed to identify causes and improve procedures.

This policy will be:

- Reviewed annually or when operation changes introduce new hand or power tools.
- Updated in response to any accidents, near-misses, or regulatory changes.
- Communicated with all employees during safety meetings and onboarding training.



Hot Work Safety

This policy is to ensure all hot work activities at Adobe Rock—including welding, cutting, grinding, soldering, brazing, torch work, and installation tasks involving fireplaces or BBQs—are performed safely to prevent fires, explosions, injuries, equipment and property damage.

This policy applies to all Adobe Rock employees conducting hot work in maintenance areas, gravel pit, or any other site under company control.

Definition of Hot Work

“Hot Work” refers to any activity that generates heat, sparks, open flames, and includes:

- Welding and cutting (gas or arc)
- Brazing and soldering
- Grinding or torch work
- Torch-applied roofing or sealants
- Use of flammable gas equipment or ignition sources
- Installation or modification of fireplaces and outdoor BBQ units involving cutting, grinding, or torching.

General Requirements

Hot Work Permit:

A hot work permit may be required before any work involving heat, flames or sparks may be conducted outside of designated safe areas.

Designated Hot Work Areas:

Permanent hot work areas (such as maintenance areas) must be:

- Clearly marked
- Free of combustible materials or protected
- Equipped with extinguishers and ventilation

Temporary or Field Locations (Including Customer Sites):

Before starting hot work offsite or outdoor:



- Remove or shield all combustibles within a 35-foot radius
- Place fire-resistant blankets or barriers where necessary
- Keep a fire extinguisher nearby and assign a team member to fire watch, when required
- Ensure fire watch remains in place for at least 30 minutes post work

Expectations

Fireplaces & BBQs:

- Clear combustibles in nearby walls, framing, or enclosures
- Use proper fire-rated materials during installation
- Monitor gas connections and never test with open flames
- Use sparks containment blankets if grinding or cutting indoors.

All Hot Work:

- Keep one or more Class ABC extinguisher nearby
- Ensure proper ventilation to remove fumes and smoke
- Secure gas cylinders uprights and away from heat
- Follow Lockout/Tagout procedures when applicable
- Do not perform hot work in explosive or flammable atmospheres.

Responsibilities

Company Responsibilities

Adobe Rock will:

- Ensure all required locations have fire extinguishers.
- Maintain tools and equipment necessary for hot work.
- Offer ongoing or refresher training for hot work

Team Lead Responsibilities

- Train employees in proper handling and safety procedures.
- Conduct regular safety inspections of hot tools.
- Enforce this policy and MSHA/OSHA requirements.
- Ensure guards and PPE are provided and used correctly.

Employee Responsibilities

All employees involved in hot work or fireplace/BBQ installations must:

- Understand how to use extinguishers and complete permits
- Attend refresher training annually or following any safety incidents



Tracking & Enforcement

Tracking:

All hot works permits will be retained for 30 days.

All employee training, safety records, documentation of incidents, inspections and violations will be maintained by Adobe Rock and placed in the appropriate employee files or made available through Human Resources (HR) for compliance tracking and review.

Enforcement

Any employee found not complying with hand & power tool safety policies may face disciplinary action, which may include:

- Verbal or written warnings
- Suspension or retraining
- Termination for repeated or willful violations.

All tracking and enforcement will comply with applicable OSHA, MSHA, and DOT regulations.

Policy Review

This policy will be:

- Reviewed annually or when new equipment or procedures are introduced.
- Updated in response to any accidents, near-misses, or regulatory changes.
- Communicated with all employees during safety meetings and onboarding training.



High Walls and Stockpiles

This policy aims to prevent injuries and fatalities from high wall failures, trenching and excavation, slope collapses, and stockpile instability at Adobe Rock's open-pit mine and earthworks operations. These hazards require active management through awareness, safe procedures, and regular inspections and ensuring MSHA- and OSHA-compliance.

Expectations

All employees and equipment operators must:

- **Maintain safe distances:** Stay clear of the top and base of high walls unless assigned work has been approved by a manager and proper safety controls are in place.
- **Hazard recognition:** Be alert for visual warning signs of wall instability) cracks, overhangs sloughing, water seepage, undercutting).
- **Controlled dumping:** Dump only in designated stockpiles areas, using berms, spotters, or controlled methods to prevent equipment overrun.
- **Stay alert:** Avoid walking near high walls or stockpiles unless inspected and deemed safe.
- **Follow signage:** Comply with posted signage, berm placements, and designated traffic routes in the pit.

MSHA-Required awareness and training include:

- High wall hazards and how they develop (geology, weathering, loading stress)
- The importance of berms, windrows, and safe dumping angles
- Procedures for reporting and avoiding hazardous wall or pile conditions.
- Emergency Response Protocols in case of a wall failure or collapse.

Each employee must complete annual MSHA Part 46 training, which includes instruction on:

- Ground control hazards (including high walls and piles)
- Proper procedures for working near pit edges, slopes, or unstable terrain.
- Adobe Rock-specific hazard communication and wall monitoring systems.

Following these expectations protects lives and supports Adobe Rock's continued goal of zero incidents related to pit wall instability or pile collapse.

Trenching



OSHA trenching and excavation requirements apply to earthworks where employees may enter or work near excavations created by removing soil.

Any trench or excavation 5 feet deep or greater requires a protective system (sloping, benching, shoring, or a trench box) unless made entirely in stable rock and approved by a competent person. Excavations less than 5 feet deep still require protection if a cave-in hazard exists.

An engineered trench box is **not required** when excavation walls are properly sloped in accordance with OSHA limits; however, most earthworks soils are Type B or Type C (see chart below) and typically require trench boxes or significant sloping. A competent person must classify soil, inspect excavations daily, and approve entry.

Maximum Allowable Slopes (OSHA)-

Unless a registered professional engineer designs the system:

Soil Type	Max Slope Allowed	Approx. Angle
Stable Rock	Vertical (90°)	90°
Type A (clay, cohesive)	¾:1	Approx. 53°
Type B (silty, previously disturbed)	1:1	45°
Type C (sand, gravel, wet soil)	1 ½:1	Approx. 34°
Most earthwork soil is Type B or Type C, meaning trench boxes or heavy sloping are typically required.		

If slopes exceed these limits or space is restricted, a trench box or engineered system is mandatory. *OSHA 29 CFR 1926.652(b) & Appendix B*

Responsibilities

Company Responsibilities

Adobe Rock will:

- Develop and maintain pit designs, trenches, and excavations with stable slopes and berms based on geotechnical best practices and applicable MSHA/OSHA requirements.
- Conduct regular inspections of high walls and piles to detect cracks, movement, or instability.
- Conduct regular inspections of high walls, trenches, excavations, and stockpiles to detect cracks, movement, water intrusion, or instability.



- Restrict access to hazardous high wall or excavation areas and install physical barriers, trench protection, or signage as needed.
- Provide appropriate training and hazard communication for ground control, trenching and excavation to all affected personnel.
- Ensure haul trucks dump at stockpiles using designated safe zones and use controlled tipping or excavation procedures.

Team Lead Responsibilities

- Monitor high wall, trench, excavation, and pile conditions daily and after weather events or digging activity.
- Ensure berm, windrows, or edge barriers meet applicable MSHA and OSHA requirements.
- Keep employees and equipment clear of hazardous wall faces or open excavations unless appropriate controls are in place.
- Suspend work in unstable wall or excavation areas until conditions are corrected or stabilized.
- Maintain clear communication with haul truck drivers and operators working near trench edges, or excavation zones.

Employees Responsibilities

All pit personnel and equipment operators must:

- Stay clear of the base of high walls or excavation edges unless necessary for controlled work.
- Avoid standing or driving on top of piles or near open trenches unless part of an approved operation.
- Maintain visual awareness of wall and excavation conditions and report signs of instability (rockfall, sloughing)
- Follow all posted signs and supervisor instructions when operating near wall faces, trench edges, or pile boundaries.
- Use spotters or radios when visibility is limited near piles, trenching operations or dumping points.

Training

All employees involved in pit operations will receive training on:

- Recognizing signs of high wall, pile, and trench instability (Per MSHA and OSHA)
- Safe dumping practices at pile edges and safe work practices near trench and excavation edges.
- Proper berm, slope, and trench protection awareness
- Emergency procedures in the event of a wall, slope, or trench collapse



- Training will be including in initial onboarding and refreshed annually or when changes in conditions occur.

Tracking & Enforcement

Tracking:

- Inspection of walls, piles, and trenches will be documented by supervisors or safety personnel and reviewed.

All employee training, safety records, documentation of incidents, inspections and violations will be maintained by Adobe Rock and placed in the appropriate employee files or made available through Human Resources (HR) for compliance tracking and review.

Enforcement:

- Violations of this policy may result in:
 - Verbal and written warnings
 - Suspension or retraining for serious or repeated violations
 - Disciplinary action up to termination for willful disregard of safety controls.

Policy Review

This policy will be reviewed annually and may be updated in response to:

- High wall, trench, excavation, or pile-related incidents or near-misses
- Changes in pit design, slope geometry, or weather patterns
- Updated MSHA or OSHA guidance or regulatory changes



Forklift Safety

Adobe Rock is dedicated to maintaining a safe and healthy work environment by protecting employees, customers, visitors, and vendors from injuries or fatalities caused by uncontrolled workplace hazards.

This policy is designed to minimize the risk of physical injury and property damage in areas where forklifts and other powered industrial truck equipment are in use in accordance with UOSH and OSHA requirements for pedestrian and customer safety.

General Requirements

Prerequisites:

All Adobe Rock forklift operators must meet the following criteria **before** starting initial or refresher training:

- Age—Must be 18 years or older
- Vision—Must have correctable vision adequate for safe forklift operation.
- Physical Ability—Must be physical capable of operating forklift without restrictions.
- Neurological Health—Must not have any neurological conditions that affect balance, awareness, or coordination.
- Medication Use—Must not take medications that impair alertness, vision, balance or motor skills.

Forklift Training & Certification

OSHA requires all forklift operators to be properly trained and certified through a combination of formal instruction, practical training, and performance evaluation to ensure safe operation.

Internal Certification Process

As per OSHA standards and Utah Occupational Safety and Health (UOSH), Adobe Rock will internally certify all forklift operators. This certification process will include:

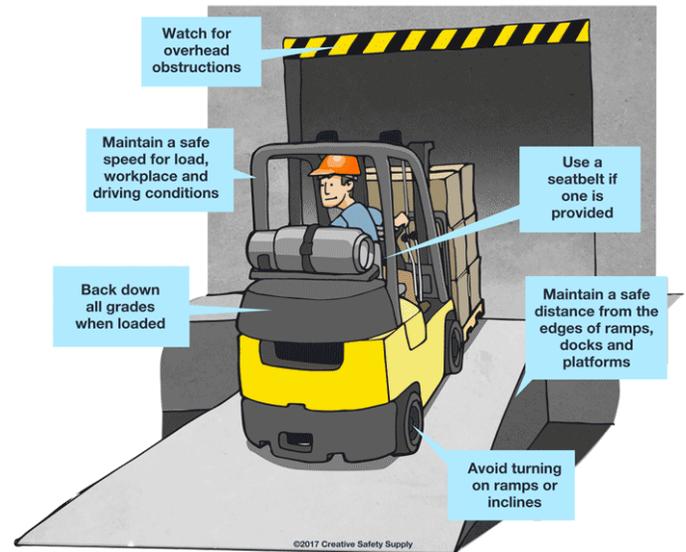
- Formal instruction on forklift operation, safety protocols, and OSHA regulations.
- Hands-on practical training use company-specific forklifts in workplace conditions.
- Performance evaluations conducted by qualified trainers to ensure competency.
- Training records will be kept, and operators must be recertified at least every **3 years** or after an accident or unsafe operation.



Once an operator completes the training and evaluation, Adobe Rock will issue an internal forklift certification in compliance with OSHA and UOSH requirements.

General Forklift Training:

- Operating instructions, warnings, and precautions
- Differences between forklifts and other machinery
- Forklift controls and instrumentation
- Engine/motor operation steering, and maneuvering
- Visibility restrictions when carrying loads
- Fork and attachment adaptation and limitations
- Capacity and stability of forklifts
- Proper inspection and maintenance
- Refueling and batter charging procedures
- Seatbelt use and importance



Workplace-Specific Training:

- Surface conditions where forklift will operate
- Safe handling, stacking, and unstacking
- Navigating pedestrian areas and high-traffic zones
- Maneuvering in narrow aisles and tight spaces
- Identifying and avoiding hazardous areas
- Handling ramps and slopes to maintain stability
- Operating in closed environments where fumes could accumulate
- Addressing and other unique workplace hazards

Pedestrian Safety

- Employers must protect all people in the workspace — including customers — by:
 - Clearly **separating pedestrian areas from forklift travel routes**
 - Using **warning lights, horns, and mirrors**
 - Defining walkways with floor markings, barriers, or physical separation
 - Training forklift drivers to **yield to pedestrians and customers**
 These are OSHA “General Duty Clause” expectations and industry-recognized safe practices that UOSH also enforces.

C. Worksite Controls

- If customers are in the building:



- Set **designated customer paths** well away from forklift routes
- Use barriers or guardrails where feasible
- Use **spotters** during busy times
- Post warning signs to alert customers, workers, and drivers of forklift activity.

Responsibilities

Company Responsibilities

Adobe Rock is responsible for maintaining a safe forklift operation program by:

- Reviewing and updating this written plan annually.
- Providing proper training on the safe operation of all power forklift equipment used on the premises.
- Documenting all training and performance evaluations
- Monitoring forklift operations and reporting any unsafe practices to the appropriate manager.
- Reviewing and maintaining forklift inspection checklists.
- Maintaining controls to protect customers, visitors, and pedestrians by separating forklift traffic from pedestrian areas or restricting forklift operations when customers are present, in accordance with UOSH requirements.
- Training records must be kept, and operators must be recertified at least every **3 years** or after an accident or unsafe operation.

Team Leader Responsibilities

Team leaders play a key role in enforcing safe forklift practices by:

- Ensuring employees who lack necessary skills or fail to follow safety protocols received retraining before continuing forklift operations.
- Ensuring compliance with all forklift safety procedures outlined in the program.
- Observing forklift operations in their department and correcting unsafe behaviors as needed.
- Managing forklift operations around customers and pedestrians, including pausing work, using barriers, or assigning spotters when required.
- Reporting and documenting all near-miss incidents and accidents, ensuring proper follow-up actions are taken to prevent future occurrences.

Employee Responsibilities

Adobe Rock forklift operators are responsible for ensuring the safe and proper use of all forklift equipment. Their duties include:

- Operating only the forklifts for which they have been trained and authorized



- Following all forklift safety procedures and best practices
- Yielding the right-of-way to customers, visitors, and pedestrians always.
- Always wearing a seatbelt while operating a forklift
- Conducting a forklift inspection at the start of each shift
- Documenting inspection results using the required inspection forms in Upkeep.
- Reporting any equipment malfunctions or maintenance needs to a manager immediately.
- Notifying a supervisor if taking medication that may affect the ability to safely operate a forklift.

Tracking & Enforcement

Tracking:

Training completion and compliance by designated employee will be documented and stored in Adobe Rock Safety & Compliance rules and employee personnel files, as necessary.

Training records must be kept, and operators must be recertified at least every **3 years** or after an accident or unsafe operation.

Enforcement:

Failure to comply with this policy, including the misuse of equipment or ignoring forklift safety, may result in the following:

- Verbal and written warnings
- Suspension or retraining for serious or repeated violations
- Disciplinary action up to termination for willful disregard of safety controls.

Policy Review

This policy will be:

- Reviewed annually or if operation changes introduce new areas requiring training on forklift procedures.
- Updated in response to any accidents, near-misses, or regulatory changes.
- Communicated with all employees during safety meetings and onboarding training.



General Storage & Housekeeping

The purpose of this policy is to ensure the safe handling, storage, and housekeeping practices for chemicals, materials, tools, and equipment across all Adobe Rock locations, including the landscape yard, megaplex, office, and pit areas.

Chemical Safety & Storage

Labeling & Documentation

- All chemicals' containers must be clearly labeled with the product name, hazard warnings, and manufacturer information.
- Safety Data Sheets (SDSs) for each chemical must be readily accessible in each area where chemical must be stored or used.
- Employees must be trained in how to read SDSs and recognize chemical hazards.

General Storage Rules

- Flammable materials must be stored in OSHA-approved flammable storage cabinets.
- Containers must be sealed when not in use and checked regularly for leaks or corrosion.
- Outdoor storage must include secondary containment and protection from weather exposure.
- Paint, sealers, & solvents: Must be stored in original containers, tightly sealed, in a designated flammable storage cabinet away from food or office supplies.
- Acids and bases must be stored separately and in compatible containers.
- Secondary containment must be used where leaks or spills could cause environmental harm.

Tool & Equipment Storage

- Hand tools must be stored in designated tool racks and cabinets.
- Power tools must be unplugged and secured when not in use.
- Battery-powered tools must be stored in fire-resistant cabinets and charged per manufacturer instructions.
- Damaged or defective tools must be tagged and removed from service.



Expectations

General Housekeeping for All Areas

- Work areas must be kept clean, free of trip hazards, trash and unnecessary items.
- All exits, fire extinguishers, electrical panels, and emergency equipment must remain clear.
- Spills are to be cleaned immediately using proper PPE or spill kits.
- Floors must be kept dry or clearly marked when wet.
- Trash and scrap must be removed daily.

Office Areas:

- Cleaning supplies (bleach, disinfectants, degreasers) must be stored in clearly marked cabinets.
- Office supplies (paper, toner, etc.) should be stored in labeled bins or designated shelves.
- Aisles and under desk areas must remain uncluttered.
- Only trained employees or cleaning staff may mix or dilute concentrated cleaning products.
- Office supplies like toner, adhesives, and batteries must be stored in cool, dry areas per manufacturer guidelines.
- Flammable office items (i.e. aerosol sprays) must not be stored near heat sources.

Marketing Connex and Areas:

- Displays, samples, brochures, and event materials must be shelved or stored in labeled bins and designated locations.
- No liquids or chemicals may be stored near products shipped to customers.
- Marketing items must be organized and rotated to properly make use of all materials.

Landscape Yard & Operations:

- Materials such as fertilizers, pesticides, and fuels must be stored in designated, ventilated areas away from ignition sources and drains.
- Equipment must be maintained and parked in designated areas, with fuel off and brakes engaged, to prevent accidental operation or fuel leaks.
- Fuel must be kept in approved containers, stored in an outdoor flammable locker or cabinet.
- Racks and pallets must be in good repair and properly rated for the weight of stored materials.
- Tools must be stored in a clean, organized condition with proper guards and covers in place.
- PPE stored near entrances in clean, dry cabinets or locations.

Shelving & Storage Structure Requirements



All shelving must:

- Be anchored to walls or floors to prevent tipping.
- Be weight-rated for the materials stored.
- Have heavier items stored on lower shelves.
- Be inspected quarterly for stability and damage.
- Storage bins must be labeled and stacked securely.
- Items must not extend beyond the edge of shelves.

Pit Area

- Chemicals, oils, and lubricants stored in compliance with 30 CFR Part 56:
- Secondary containment for all drums or bulk containers.
- Regular inspection logs maintained.
- All haul roads, crushing areas, and equipment pads must be free from unnecessary debris, tools, or spill hazards.
- Emergency wash stations near chemical storage areas.
- Chemical inventories in mine areas must be reviewed and updated with proper MSDSs on file.
- Equipment must be parked clear of haul roads and walkways when not in use.
- Housekeeping audits conducted on a regular basis by designated MSHA-trained personnel.

Maintenance Areas

- Fuels and lubricants must be stored in approved containers with secondary containment and away from stormwater runoff paths.
- All tools must be returned to tool storage racks or cabinets after use.
- Spare parts labeled and stored by type in bins or drawers.
- Waste Oil and used rags disposed of in fire-safe containers.
- Work benches must be cleaned daily, with no open containers left overnight.
- Cleaning agents (bleach, disinfectants, degreasers) must be stored in clearly marked cabinets.

Responsibilities

Company Responsibilities

- Establish and enforce safety standards for housekeeping and general storage across all Adobe Rock locations.
- Ensure all facilities are equipped with appropriate tools, bins, signage to support clean, organized, and hazard-free environments.
- Provide training on proper housekeeping procedures and safe storage practices.
- Schedule routine safety inspections and audits to ensure compliance with this policy.



- Promptly address and correct hazards identified through inspections or reported by staff.
- Allocate time, resources, and staffing to maintain safe and clean workspaces.

Team Lead Responsibilities

- Actively monitor assigned areas for compliance with general housekeeping and storage protocols.
- Ensure materials, tools, and equipment are returned to designated storage areas after use and that walkways, exits, and emergency equipment remain unobstructed.
- Train and remind team members about daily/weekly housekeeping tasks and storage guidelines.
- Identify and report potential hazards
- Follow up on safety audits findings and ensure corrective actions are implemented.
- Encourage a culture of accountability and cleanliness among all Adobe team members.

Employee Responsibilities

- Keep personal and shared workspaces clean, organized and free of tripping or other hazards.
- Properly label, store, and dispose of materials according to MSHA/OSHA or Adobe Rock safety procedures.
- Immediately report clutter, spills, or unsafe storage conditions to a team leader.
- Follow all posted signs and safety instructions regarding storage weight limits, stacking heights, and chemical storage.
- Return tools, equipment, and materials to their proper place after use.
- Participate in required housekeeping and storage safety training and apply knowledge.

Training

New hires must receive onboarding training covering:

- Area-specific housekeeping and storage expectations.
- Chemical handlings, MSDS access, PPE requirements
- Annual refresher trained as required by MSHA/OSHA.
- Area-specific drills or cleanup procedures reviewed regularly.
- Additional MSHA training required for pit area workers.



Tracking & Enforcement

Tracking:

All employee training, safety records, documentation of incidents, inspections and violations will be maintained by Adobe Rock and placed in the appropriate employee files or made available through Human Resources (HR) for compliance tracking and review.

Enforcement:

- Violations of this policy may result in:
 - Verbal and written warnings
 - Suspension or retraining for serious or repeated offenses
 - Disciplinary action, up to and including, termination

Policy Review

This policy will be:

- Reviewed annually or when new materials or procedures are introduced.
- Updated in response to any accidents, near-misses, or regulatory changes.
- Communicated with all employees during safety meetings and onboarding training.



Nutrition & Ergonomics

Adobe Rock is committed to promoting the health, comfort, and long-term well-being of all employees through safe ergonomic practices and proper nutrition. This policy provides guidance for both office and field settings.

Expectations

- Pay attention to how you sit and move—good posture keeps your body supported
- Stay hydrated and choose healthy snacks to keep your body supported.
- Use breaks to stretch, move, and recharge throughout the day.

Recommendations

Adobe Rock recommends the following tips to maintain a healthy lifestyle and safe conditions in our work environment.

Nutrition

- Drink 64 oz of water daily, or more if working in hot conditions.
- Choose whole foods: lean proteins, fruits, vegetables, whole grains.
- Avoid excessive energy drinks, soda, and high sugar snacks.
- Use schedule breaks for healthy meals/snacks.

Ergonomics-Office

- Sit with feet flat on the floor and back supported.
- Position screens at eye level and use a headset if on the phone frequently.
- Use adjustable chairs with lumbar support
- Take short breaks to stretch or walk every 30-60 minutes.

Ergonomics—Equipment

- Adjust seat height and backrest for spinal alignment.
- Keep both feet supported with slight knee bend.
- Use controls in a relaxed position—avoid leaning or overreaching.
- Stretch between shifts or while out of equipment.
- Always use three points of contact when entering/exiting machinery.



Responsibilities

Company Responsibilities

Adobe Rock will:

- Provide ergonomic chairs, monitors and workstations.
- Maintain equipment seating and ensure ergonomic adjustments are functional.
- Ensure water and healthy snack options are always available on site.
- Support a safety culture focused on proactive health action.

Team Lead Responsibilities

- Ensure employees are trained in ergonomic best practices
- Encourage hydration and healthy eating habits.
- Monitor equipment stations and office areas for improvements.
- Address ergonomic complaints or discomfort reports promptly.

Employee Responsibilities

- Follow ergonomic and nutrition guidelines during work hours.
- Adjust chairs, equipment, and screens to reduce strain.
- Take scheduled breaks to stretch, hydrate, and eat.
- Report any discomfort or health concerns to management.

Training

- New Hires will receive basic ergonomics, nutrition orientation, water and snack locations during onboarding.
- Annual refresher training will include proper posture, workstation setup, and health tips.
- Equipment operators will receive training on seat adjustment, body alignment, and injury prevention.

Tracking & Enforcement

- Supervisors will conduct assessments of workstations and equipment to ensure they are in properly working order.
- Discomfort or strain-related complaints will be logged and reviewed by designated safety employee.
- Non-compliance (ignoring seat adjustment or failing to take required breaks) will be addressed with coaching or corrective action as needed.
- Positive practices may be recognized through Adobe Rock's employee recognition programs.



Policy Review

This policy will be reviewed annually by management and revised as necessary based on:

- Employee feedback
- Incident reports related to strain or fatigue
- Updates to health or safety standards



Work Environment

Adobe Rock is committed to providing a safe a well-maintain workplace for all employees, customers, and visitors. Maintaining a clean, organized, and hazard-free work environment between all office and work areas is essential to preventing accidents and ensuring smooth daily operations.

Pathways & Walking Areas

- **Indoor & Outdoor Pathways:** Walkways between all buildings, including hallways and common areas must remain free of obstructions, debris, and tripping hazards.
- **Safe Entry & Exit Points:** Doors, loading areas, and emergency exits must always be clear and accessible.
- **Weather-Related Hazards:** Sidewalks, ramps, and outdoor paths must be kept free of ice, snow, and other hazards.

Building & Work Area Safety

- **Emergency Exits & Windows:** All exits must be clearly labeled and unobstructed, with illuminated signs. Windows must remain visible and accessible.
- **Proper lighting:** Workspaces, pathways and exits must have adequate lighting to ensure visibility and safety.
- **Work Area Maintenance:** Floors must remain dry and slip-resistant, with spills cleaned promptly. Tools, materials, and equipment must be properly stored.
- **Structural Safety:** All buildings and works areas will be regularly inspected to address any maintenance needs, including damaged flooring, leaks, or other structural concerns.

Responsibilities

Company Responsibilities:

- Enforce safety policies and ensure compliance.
- Maintain a safe work environment through risk assessments and proactive action.
- Adhere to all OSHA, MSHA, and government regulations.
- Promote open communication about workplace safety.
- Provide all employees with opportunities to improve safety practices.

**Team Leader Responsibilities:**

- Identify and address workplace risks.
- Ensure employees understand hazards and follow safety protocols.
- Take corrective action or report violations to management.

Employee Responsibilities:

- Follow all safety rules and procedures.
- Take personal responsibility for workplace safety and assigned work areas.
- Maintain a clean, hazard-free workspace.
- Inform visitors, contractors, and partners about Adobe Rock's safety policies as needed.

Training

- All employees receive safety training to ensure compliance.
- Team leaders or designated trainers conduct regular training sessions and refreshers.
- Additional specialized training will be provided based on job roles.

Tracking & Enforcement

Tracking:

All employee training, safety records, documentation of incidents, inspections and violations will be maintained by Adobe Rock and placed in the appropriate employee files or made available through Human Resources (HR) for compliance tracking and review.

Policy Review

This policy will be reviewed annually by management and revised as necessary based on:

- Employee feedback
- Incident reports related to work environment
- Updates to health or safety standards



MSDS

This safety policy ensures the safe use, handling, and storage of hazardous materials across all Adobe Rock job operations and offices, in compliance with OSHA and MSHA Hazard Communication Standards.

Expectations

- All employees must be informed of hazardous materials in their work area and trained in how to access and understand MSDS information.
- MSDS (now commonly referred to as SDS—Safety Data Sheets) must be available and accessible for all chemicals on site.
- Chemicals must be properly labeled, stored, and used according to manufacturer safety guidelines.

Training

- All new hires will receive MSDS/SDS training during initial training.
- Annual refresher training is required for all team members who handle or work near hazardous materials.
- Training includes how to:
 - Read and interpret SDS information
 - Use PPE
 - Respond to spills, exposure, or emergencies
 - Locate the SDS Binder or digital database

Responsibilities

Company Responsibilities

- Maintain a complete and up-to-date SDS for every hazardous chemical used by Adobe Rock.
- Ensure proper labeling, storage, and disposal practices.
- Provide training and protective equipment as needed.
- Always Make SDS information accessible (physical binder or digital access).

Team Leader Responsibilities

- Ensure all employees on their team are trained and understand SDS procedures.
- Regularly review and update chemical inventories.
- Ensure SDS binders are on-site, organized, and complete.



- Monitor compliance during daily operations and address any unsafe behavior or storage issues.
- Report any missing SDS or unsafe chemical handling to management immediately.

Employees Responsibilities

- Complete all required SDS training.
- Follow all safety protocols when handling chemicals.
- Use PPE as required by the SDS.
- Immediately report spills, leaks, or exposure.
- Never use a chemical without reviewing the SDS and receiving training.

Tracking & Enforcement

Tracking

- A master SDS binder will be maintained at each operational location necessary and reviewed regularly .
- Spot checks and audits will be conducted to ensure compliance.

All employee training, safety records, documentation of incidents, inspections and violations will be maintained by Adobe Rock and placed in the appropriate employee files or made available through Human Resources for compliance tracking and review.

Enforcement:

- Non-compliance will result in disciplinary action, including retraining, written warnings, or suspension depending on the severity.

Policy Review

This policy will be:

- Reviewed annually or when new chemicals are introduced.
- Updated in response to any accidents, near-misses, or regulatory changes.
- Communicated with all employees during safety meetings and onboarding training.

Employees are encouraged to provide feedback or raise concerns related to chemical safety at any time.