

CARRIER SAFETY POLICY

Contract Carrier and their employees will abide by the safety requirements, both posted and not posted, of the shipper and consignee as well as local, state, and federal regulatory standards and mandates for each load.

These requirements include:

- Contract carriers are primarily responsible for the safety of their employees
- Every contract carrier and their employees have the responsibility of following all established safety, health and environmental rules and regulations. They shall perform their work in a safe manner and report any unsafe conditions or accidents at the jobsite to their supervisor and to Top Flight Transportation, Inc.
- Every contract carrier and their employees are required to immediately report all safety, health, and environmental incidents at the jobsite to their supervisor and applicable personnel at Top Flight Transportation, Inc. within 24 hours of the incident.
- This investigative report must address the following items:
 - 1) The who, what, where, why, when, and how the accident or injury occurred
 - 2) The extent of injuries or damage and the treatment received
- It is the responsibility of each contract company to maintain their own OSHA 300 Log:
 - These documents shall be available for inspection by Top Flight Transportation, Inc. if required by our shipper or consignee
- Every contract carrier will have a Safety and Health policy in place and take adequate corrective or disciplinary action, whenever necessary, to discourage repetition of violations and/or unsafe behaviors.
 - Every contract carrier and their employees will abide by the Safety and Health policy of the job site and will not:
 - Criminal trespass
 - Commit robbery or burglary
 - Display disorderly conduct
 - Assault another person, commit sexual misconduct, sexual harassment, or public indecency
 - Possess a firearm or other deadly weapon at the jobsite property
 - Possess, sell, or use alcoholic beverages or controlled substances
 - Be insubordinate to jobsite supervisors and managers
 - Violate Smoking and Tobacco policy for jobsite
 - In addition, every contract carrier and their employees will, at their own expense:
 - Adhere to the requirement of wearing hard hats in designated areas. Hard hat must conform to ANSI Z89.
 - Wear safety glasses equipped with side shields, if required. Safety glasses must conform to ANSI Z87.3 and should generally not be tinted.
 - Wear steel-toed safety shoes if required
 - For additional regulations consult 29 CFR 1926, 29 CFR 1910, and/or the applicable local/country specific regulation.

- Contract Carrier and their employees must have documented confirmation they are authorized to operate motor, mobile, or mechanized equipment. In addition, they must:
 - Obey all speed limits
 - Always yield to pedestrians and give them the right of way
 - Wear seat belts whenever the vehicle is in motion
 - Operate vehicles with lights on when inside a building
 - Not permit riders in or on industrial vehicles except when there is an approved passenger seat
 - At no time are passengers allowed on fork lift trucks
 - Not allow vehicles to block any emergency exit, passageway, pedestrian aisle, fire hydrant, hose cabinet, post indicator valve, or any other Safety or Security equipment item
 - Not allow vehicles to be left running while unattended. Unattended shall be defined as being out of sight of the vehicle and/or more than 25 feet from the vehicle.
- Motor vehicles, mobile equipment, powered industrial trucks, and/or similar equipment shall only be operated by qualified personnel. Contract carriers and/or their employees must have approval from applicable facility personnel to use facility mobile equipment and/or powered industrial trucks.
- All mobile equipment, powered industrial trucks, or similar shall be equipped with an operable horn, back-up alarm, and warning lights
- Equipment shall be used in conformance with manufacturer's guidelines

The rules, regulations, and statements here provide minimum guidelines for safe practices and expectations of all contract carriers and their employees who haul freight for Top Flight Transportation, Inc. They are not intended to serve as an interpretation of regulatory requirements, for which a contract carrier and their employees are individually responsible for complying with. Please be aware of, and conform to, jobsite specific requirements and all local, state, and federal regulations regarding jobsite safety. Thank you.