

Lehigh Cement Companies

Burnsville Terminal
12300 Dupont Avenue South
Burnsville, MN 55337
Phone: (952) 890-1605

January 1st, 2022

Dear Valued Customers and Haulers,

Recent observations at the Burnsville Terminal have dictated the need for this letter and for a request for you to follow up with additional instructions or reminders with your drivers. While most of the drivers follow all applicable safety rules and regulations, many are not, and we need your help to correct these concerns immediately.

Safety is of the utmost importance here at the Lehigh Burnsville terminal, and we are sure that it is with you as well. Over the past season the following issues continue to be observed and addressed with drivers:

- Drivers not wearing ALL PPE (hardhat, safety glasses, steel-toes, hi-vis vest, long pants)
- Drivers not operating the SSL (Self Service Loading) as they were trained.
- Drivers not fully cleaning up any messes that occur during loading or unloading.
- Drivers not using the safety cage properly.
- Transfer carriers not using a safety strap on both ends of their hose while unloading.

It is imperative that all drivers follow and obey the safety rules and signage while on Lehigh property. The rules and procedures are in place for the safety of all. An accident can happen in a split second and we must all do everything we can to mitigate any potential hazards.

We have included the required Safety Letter that every driver **MUST** review and sign annually to ensure they understand and follow our safety & terminal requirements. We are asking for your assistance by relaying the importance of this information to your drivers and by signing the annual form, agree to our expectations. Once completed, the sheets should be returned to our terminal so that we may keep them on record.

Moving forward, any driver that has not signed a Safety form will not be loaded at our site. Additionally, we will be observing the activity at the shipping silos, including weekends and anyone found to be in violation of these rules and procedures will be subject to the following:

- 1st Offense - Verbal warning and a call or email to their dispatcher.
- 2nd Offense - Driver banned from Lehigh Burnsville property for 15 days.
- 3rd Offense - Driver banned from Lehigh Burnsville property for 60 days.
- 4th Offence - Driver banned from Lehigh Burnsville property for 6 months-permanently.

Lehigh Management

Dear Valued Customer/Driver/Vendor,

Welcome to our facility! While here, we want your time to be both productive and SAFE! As a result, we have established several safe operating procedures that will greatly reduce your chance for injury. We know that you value workplace safety and we wish to take the opportunity to both thank you and to restate our requirements regarding workplace safety at all Lehigh operations.

PERSONAL PROTECTIVE EQUIPMENT

- Hard hats are required whenever you are out of your truck/vehicle.
- Safety glasses or goggles are required to protect against eye hazards including blowing dust when you are out of your truck/vehicle.
- Over the ankle work boots/safety shoes that meet ASTM F 2413-05 are required when you are out of your truck/vehicle.
- ANSI Class 2 High visibility shirt, vest, or jacket must be worn as the outer garment when you are out of your truck/vehicle.
- Use of hearing protection is required where necessary.
- Gloves are recommended to prevent hand injuries.
- Tank tops or shorts are not allowed to be worn.

FALL HAZARDS

- Use of all safety access platforms is required when opening or closing a trailer hatch.
- Handrails should be used when ascending or descending the safety platforms or stairs.
- Exercise care when getting in and out of your vehicle, and when stepping over or around any obstacle.
- During inclement weather, ensure that snow and ice have been removed or treated to give a safe footing.

MOVING MACHINERY

- Be alert and remain clear of moving machinery. Do not work around any moving machine, or perform work on any machine that has not been stopped and blocked to make it safe from movement. All energy sources should be locked-out and tagged-out, and any stored energy should be dissipated or restrained prior to performing work on any electrical, hydraulic or pneumatic equipment.

RAILROAD HAZARDS

- Do not go near, over, under, between or in any railcar.
- Approach railroad tracks cautiously and give railroad equipment a wide clearance.

TRAFFIC RULES

- Where provided, seatbelts usage is mandatory.
- Do not speed.
- Always drive in the proper direction and in the proper lane.
- Do not drive near building openings/doors in order to minimize risk of encountering other machinery.

OBEY ALL POSTED SIGNS!! ANY INCIDENT SHOULD BE REPORTED TO SITE MANAGEMENT IMMEDIATELY!

Anyone in violation of the above safety rules or posted signs will not be loaded or unloaded. I have read and understand the Lehigh safety rules above. I am responsible for following these and all state and federal safety standards and procedures while performing work on Lehigh owned, operated, leased, or rented property.

I agree to follow these rules, watch for hazards and to perform my job in the manner that is the safest for fellow employees, Lehigh employees, and me. I understand the violation of any of the above items can and will be cause for removal from the property.

(Company Name)

(Print Name)

(Signature & Date)

I certify that the above has seen the Lehigh safety Rules; _____

(Lehigh Representative)