



EVERYONE  
GOES  
HOME  
**SAFE**

**HEALTH &  
SAFETY  
PROGRAM**

CULTURE &  
OVERVIEW

**McCOY GRADING, INC.**

[www.McCoygrading.com](http://www.McCoygrading.com)







As owners and principle officers of McCoy Grading, Inc., Darrell & Jean McCoy have outlined key leadership axioms for the HEALTH & SAFETY CULTURE of the company.

- **INVESTMENT** in a SAFETY DIRECTOR to oversee all aspects of the health & safety program and take immediate action to correct deficiencies.
- **PROVIDING** an environment of trust in which employees can report safety concerns without fear of retaliation.
- **RESOURCING** available technologies, industry tools, and educational opportunities to elevate the health & safety status of the company.

## SAFETY VISION STATEMENT

“Everyone Goes Home Safe” is the VISION of the McCoy Grading Company health & safety program. By following the guidelines set down by leaders in the safety industry, state and federal authorities, and best practices from years of experience, a culture of safety excellence guides McCoy Grading in every aspect of our day-to-day operations.

## ANTI-RETALIATION STATEMENT

It is the policy of McCoy Grading Inc. that no employee shall be subjected to any retaliation or reprisal in the process of reporting matters that concern the health and safety of the working environment. Employees are encouraged to work with management in a positive manner to resolve any unsafe practices that could result in accidents, injuries, or unhealthy conditions.

## How We Communicate Our Vision



Regular Safety Meetings



Professional  
Safety  
Manual



E-Mail Updates



Quarterly Newsletter





**ACCESS** to the 'Globally Harmonized System' for hazard disclosure!



**GROWTH** opportunities in 'Competent Person' skills and credentials!



**SHARING** of accident and safe workplace data through HCSS Apps!



## Engaging Employees

McCoy Grading encourages a free-flowing exchange of ideas when it comes to enhancing the safety status of the each of our job sites. In addition to full access of safety data, opportunities to grow and learn, and disclosing the hazards and risks associated with the work, employees are engaged by:

Participating in a mandatory **SAFETY ORIENTATION** upon hiring in which the new team member is introduced to many safety concerns and hazard prevention methods.

Regular **SAFETY MEETINGS** are conducted both by the Safety Director and the individual Foremen. The daily **JOB HAZARD ANALYSIS** assessment is conducted with the full crew assembled to identify the potential hazards for that day's work. Safety huddles consist of regular 'Toolbox Talks,' and more specialized programs that are custom-designed by the Safety Director based on industry trends and changing conditions.

**ON-SITE SAFETY INTERACTION.** Employees are never far from the needed PPE and other safety supplies. The company evaluates our workers PPE needs in the field and supplies most safety equipment on the spot. Employees are invited to offer their input on fit, quality, and ways to improve the company's PPE inventory.



# Hazard Identification and Assessment

McCoy Grading, Inc. assesses WORKPLACE HAZARDS through a 5-POINT process that covers mitigation of hazards, preparation for emergencies, and thorough oversight of actions.



Foremen meet with crew members daily to assess any changing conditions to the job site that could pose safety risks. All JHA's documented on HCCS

Inspections are conducted on a regular basis. Types of inspections are:

PPE  
Trenching  
Confined Space  
Barricades & Signaling  
Asset Security, etc.

The Safety Director per-visits each job site and conducts a full safety assessment. Before employees set foot on the job site, the location of the nearest hospital, fire station, ambulance, & law enforcement have been determined and mapped out in a formal document with emergency procedures.

All incidents, no matter how small, are investigated to determine causes. A Lean Six Sigma Root-Cause Analysis is conducted to formulate strategies and offer countermeasures to reduce the likelihood of a repeat incident.

McCoy utilizes a Random Drug Testing process on a quarterly basis to insure a drug-free workplace. The company has a zero tolerance policy as it relates to drugs and alcohol.



# HAZARD PREVENTION & CONTROLS



**PPE Program**—All new employees are orientated on the importance of PPE and equipped at orientation. Jobs are regularly inspected for PPE compliance. Regular assessments of PPE needs are conducted to address new and on-going complexities.

**Haz-Comm**—McCoy Grading utilizes MSDAonline.com, an online solution for access to the **Globally Harmonized System** and Safety Data Sheets. Back-ups of SDS sheets are also placed in each Foreman's vehicle.

**Root Cause Analysis**—All previous incidents of accident and/or injury provide an opportunity to improve on eliminating risks and vulnerabilities. Each incident is carefully studied and countermeasures are offered to reduce future accidents and injuries.

**Competent Persons**—by having qualified personnel on every job, hazards are reduced by applying the lessons of higher learning. McCoy Grading fully invests in its people by raising their competency in their work with educational opportunities.

**Removal of hazards**—The inspection process is designed to reveal hazards that can cause accident and injuries. McCoy leaders are keenly focused on removal of hazards via the JHA process and use of best practices.

**Special Programs**—To head off potential incidents, special programs and initiatives are introduced. Efforts like making blood pressure checks available and tackling hydration and heat emergencies are targeted.



# EDUCATION & TRAINING

## ORIENTATION

New employees are introduced to the company's safety commitment during the first few hours of employment. The Safety Director guides recently-hired personnel on all essential safety topics, including:

- PPE
- HAZ-COM/GHS/SDS
- Seat Belt, Spotter, and Electronics-Use policies
- Accident procedures
- OSHA's Silica Standard
- Ergonomics
- Use of Radios
- Overview of Safety Manual

## TOOLBOX TALKS

Foremen conduct regular 'Toolbox Talks' to their crews on selected topics. McCoy Grading provides a wide variety of resources for the continued learning of it's team from some of the best experts in the industry.

## SAFETY DIRECTOR LED TRAINING

McCoy Grading recognizes that some safety issues bring complexities that must be addressed beyond the *Job Hazard Analysis* and *Toolbox Talks*. The Safety Director researches industry trends, current events, best practices and delivers to the crews on the jobsite.

## TRAINING PROGRAM

McCoy Grading facilitates 2 types of training programs for personnel. When a driver joins the company, they are placed into a mentorship program and assigned to a seasoned driver. After a probationary period, they are checked off by the Dispatcher and Safety Director before being released to the road.

Dirt crews, pipe crews, operators, and bridge carpenters are signed-off on complex tools after receiving training from experienced personnel.

## SKILLS & CREDENTIALS

Competency is one way to promote a safer workplace. Leaders and select personnel are required to attend competency courses and achieve certifications in skills that match industry best-practices. McCoy employees achieve competency through accredited agencies in:

- |                 |                 |
|-----------------|-----------------|
| Excavation      | Flagger         |
| Confined Spaces | OSHA 10 & 30    |
| Crane Operator  | Erosion Control |
| Silica          | Utility Foreman |
| Load Securement | CDL Hazmat      |
| CPR             | Fall Protection |
| Forklift        | Loader          |

## LEADERSHIP TRAINING

Knowing that leadership development is a process that requires time, experience, and learning, McCoy supervisors and managers undergo a monthly leadership mentorship session in diverse topics. Along with formalized training, potential leaders are identified and placed in positions of responsibility to prepare themselves for leading crews and delivering an excellent service to our customers.



## ANALYTICS

McCoy Grading utilizes the HCSS APPS software program, which provides real-time analytical data of accident and injury trends. This system allows the leadership to monitor the effectiveness of health and safety policies and effectively apply intervention methods and countermeasures to reverse negatives trends.



## LEAN SIX SIGMA



In each and every incident of injuries, damaged equipment, and acts of carelessness, a ROOT-CAUSE ANALYSIS, using GREEN BELT LEAN SIX SIGMA principles, is applied. The ROOT CAUSE serves as a measuring tool for the necessity of training, adjustment of policies, and implementation of administrative controls to prevent further occurrences.



## Health & Safety Program

### Evaluation & Improvement Methods

## WORKMAN'S COMP

Workman's Compensation claims can be a leading indicator in evaluating the effectiveness of health and safety programs. Through the analysis of specific injuries and associated costs through medical treatment, down-time, and direct and indirect costs, more informed decisions can be enacted to target repeat problems. Oversight of the Workman's Comp program also serves to detect waste, fraud, and unnecessary absences.

## END USER INDICATORS

Through the process of building relationships, listening, and making every effort to address concerns, McCoy Grading utilizes the most effective method of program evaluation—direct input from personnel in the field. Employees are encouraged to offer recommendations on safety equipment purchases, process improvement, and to be a integral part of the health and safety program.