

## Safety guidelines for ready mix contractors



The following information is provided to assist policyholders who produce and deliver ready mixed concrete. The information provided can be used as minimum safety guidelines for your company to follow in an effort to improve driver selection, vehicle maintenance and inspection, as well as employee safety. Risk control consultants from United Fire Group (UFG) are available to assist you in safety program development and implementation of safety guidelines and procedures.

### Driver hiring and screening

The following requirements should be implemented to assist with employee selection and screening:

- A state Motor Vehicle Record (MVR) should be obtained at the time of hiring and reviewed by management. The review should be completed by management to determine a prospective employee's prior driving history. MVR reports should be updated annually and maintained in a file for all drivers. Drivers who have a history of speeding or other violations are more likely to have future violations than a driver with a clean record. Sample MVR evaluation programs are available from your UFG risk control consultant.
- A written drug testing program, developed with legal assistance, should be in place for all drivers and can include all non-driver employees as well. The written program should be reviewed with all employees and signed. A pre-hire drug screen should be completed for prospective drivers. The drug screen should be part of the written drug testing program for all drivers of ready mix or bulk tanker vehicles. After they are hired, all drivers should be placed in a random drug testing program administered by a certified, third-party laboratory. Results of drug tests should be maintained in confidential files.
- All prospective drivers should be road tested by a designated person. The road test should be completed to review drivers' knowledge and control of the vehicle to which they will be assigned. The test should be administered by an experienced driver or management personnel. A checklist should be used to review all critical areas of driver performance. The road test should be signed and dated by the observer and maintained on file. A road test evaluation form is available from your UFG risk control consultant.
- Reference checks of past employers should be obtained. Past references should not be solely relied on when hiring, but obtained only as one portion of the overall hiring procedure.

### Cell phone use

- Cell phones and hands-free devices are to remain off while the vehicle is moving.
- Voice mail should handle all calls. Return them when the vehicle is stopped and safe.
- Violation of cell phone use will result in disciplinary action and possibly immediate termination.

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### Vehicle inspection and maintenance

- All vehicles should be maintained on a regular basis. Preventative maintenance should be completed following the minimum guidelines provided in the vehicle owner's manual. Vehicle maintenance files should be in place for each unit. Any work completed by your company mechanic, driver or outside garage should be recorded in the maintenance file.
- Daily vehicle inspections should be completed by drivers using a checklist, which should cover critical vehicle and equipment items. To assist in the proper evaluation of brake lights and turn signals, two employees should inspect the vehicles. Any items identified during the inspection that require maintenance should be repaired prior to the vehicle going back on the road. A procedure should be in place to ensure that prompt follow-up maintenance is completed and documented.
- Management should complete a periodic review of maintenance files and inspection checklists to ensure the program is being followed.

### Job site safety procedures

- When arriving at the job site, the driver should contact the person in charge, after finding a safe location to park the vehicle. Emergency brakes should be engaged and flashers activated.
- The job site should be reviewed to determine the area where delivery will be completed and to identify any potential hazards. This requires the driver to exit the vehicle in order for a proper review to be completed.
- A qualified person should be designated to assist the driver when backing up. Hand signals should be agreed on before the backing up and unloading process begins.
- The driver should be the only one to operate controls and place chutes. No one, other than the driver, should be allowed to climb on any part of the vehicle.
- Three-point contact should be used by the driver when exiting or climbing on the vehicle. This means one hand and two feet or one foot and two hands are in contact with the vehicle at all times. Water hoses can have splitters with nozzles at ground level and at the drum opening to allow three-point contact when ascending and descending the ladder.
- After delivery, a safe location should be used when washing any vehicle or mixer.

### Drum cleaning and maintenance

- A written, confined-space-entry procedure should be developed and all employees trained. The procedure should outline all steps to be taken when interior drum maintenance is to be completed. The procedure should outline the steps to be taken prior to entering the drum, while work is in progress and should an emergency occur. All employees should be required to attend and participate in confined-space-entry training.
- Prior to entering the drum, all controls should be secured, keys should be removed from the ignition and controls should be tagged to communicate that drum maintenance is in progress. All employees should be trained in the procedure.

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- A noise evaluation should be completed when interior drum maintenance is finished. Proper personal protective equipment should be required and enforced. Qualified suppliers of hearing protection equipment should be contacted to assist you with selection and employee training.
- Dust is a hazard associated with interior drum maintenance. Appropriate respiratory protective equipment should be provided for employees. Selection should be based on the type of dust employees are exposed to while completing maintenance. Qualified suppliers should be contacted to assist with selection of the proper protection.
- Use of pneumatic chisels with a water spray to control dust should be considered for interior drum maintenance.

### Loader operation

- Drivers of loaders in and around the plant should be approved and trained. Drivers should be familiar with all potential plant hazards and safety procedures.
- Inspections of loaders should be completed daily to ensure backup alarms are fully functioning, brakes are working and all access areas are provided with at least three points of contact when ascending and descending.
- Parking of loaders should be in areas away from vehicle traffic when not in use.
- At the end of the workday, the keys should be removed from loaders and secured.

### Plant maintenance

- An electrical lockout/tagout (LOTO) program should be implemented at all times when plant maintenance is to be completed. All employees should be required to attend LOTO training. UFG risk control consultants are available to assist you with this training.
- Personal protective equipment to be used for maintenance should be identified and enforced, including safety glasses, proper work attire, work boots and gloves.
- Periodic plant inspections should be completed by designated and competent employees to review power transmission device guarding, electrical maintenance and access point maintenance, such as ladders, catwalks, railings, etc.

### Summary

Safety does not just happen and needs to be practiced every day. The information provided above should not be considered as all-inclusive safety programs and procedures. The information should be used as minimum safety practices or guidelines to assist you in the development of a safety program for your operation. UFG risk control consultants are available to consult with you and to develop a program that fits your needs.

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