***Management’s Position and Policy Regarding Workplace Safety***

**Management’s Safety Position**

It is the goal of this dealership to provide our employees with a workplace that is as safe and healthful as possible. Accidents and injuries can be prevented, but only if we have the help and support of all of our employees.

Employees can help in our efforts by realizing that they are an integral and essential part of the safety program. By helping bring unsafe conditions and equipment to the attention of management, we can repair the equipment and improve the conditions to help reduce the potentials for accidents and injuries.

Remember that the safety of this workplace depends upon the commitment of employees as well as management. Each employee is expected to follow safety rules, procedures and policies as well as to generally work in as safe a manner as possible. Employees are not expected to work in any unsafe conditions or with unsafe equipment that they feel is immediately hazardous to their lives or health.

**Management’s Overall Safety Policy**

It is the intention of this dealership to provide a workplace that is as free from recognized hazards as possible, and to comply with all Local, State and Federal Laws. In order for us to accomplish this, we need the help of each employee.

All employees are expected to follow safety rules, policies and procedures, and to generally work in as safe a manner as possible. Any employee who witnesses an unsafe act, condition or piece of equipment is required to report it immediately to management for correction.

The employees of this dealership are considered a valuable asset. Any suggestions that employees have regarding safety or general working conditions are welcomed by management.

We expect all employees to report all injuries ***immediately*** regardless of the severity of the injury.

All employees are urged to use common sense and to take the safest approach possible when performing any task in this dealership. In no way will established safety precautions, rules or procedures be allowed to be ignored, circumvented or otherwise bypassed for any reason.

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**Midway Ford Truck Center, Inc.**

**Midway Freightliner, Inc.**

**Midway Western Star Truck Center, Inc.**

**Midway USA, Inc.**

***MADA Eye Protection Usage Policy***

The MADA Self-Insured Workers’ Compensation Trust experiences more eye injuries than any other type of injury. The majority of eye injuries experienced by the Trust occur when no eye protection (or the wrong kind of eye protection) is used. This policy was developed in an attempt to reduce the total number of such injuries.

**Policy Requirements.**

This policy requires each dealer member of the Trust to strictly enforce the use of *appropriate* eye protection in their dealerships. This policy was implemented effective January 1, 1997. The eye protection to be used by employees must be provided by the dealership.

**Implementation of the Policy.**

To implement the policy:

1) Hold a meeting with employees. Discuss different types of safety glasses available and expectations of use (specific times that appropriate eye protection is to be used is laid out on accompanying posting). Make sure to point out that the type of eye protection to be used depends on the task and particular eye hazards employees are exposed to.

2) Keep attendance list of meeting. Follow up with any employee who was absent during the meeting and review the policy with them.

3) Give all attendees a copy of the eye protection policy.

4) Make sure to emphasize that regular prescription eyewear are *not* safety glasses.

5) Post the Eye Protection Policy in plain sight of all employees. Record date posted on policy.

**Different Types of Eye Protection Available and Uses.**

There are four types of eye protection equipment available that are needed in dealerships:

1) Safety Glasses. Most common, very comfortable. Used for general protection when welding, grinding, using hammers, air tools, etc.

2) Safety Goggles. Use with chemicals, when splash hazards are possible. Also use when falling objects are possible that may get under or around normal glasses.

1. Face Shields. Requires other eye protection when using with chemicals when splash hazards are high. Very comfortable, offers some face protection as well.
2. Welding/Cutting Shields. May be glasses, helmet or face shields. Normal safety glasses should be used behind face shields and welding helmets.

Eye protection should be selected depending on individual hazards employees are exposed to. For example, for general protection when working with air tools, safety glasses may be sufficient. When working with chemicals, such as mixing paint or using the parts washer, goggles should be worn. When working with dangerous chemicals use face shield with goggles.

When working with chemicals, eye protection should be selected according to manufacturer’s protective equipment precautions which can be found on labels and on MSDS’s.

***Regular Prescription Eyewear are NOT Safety Glasses.***

***Dealership Eye Protection Policy***

We believe that our employees are an asset, and we desire to provide a workplace that is as safe and healthful as possible. In order for us to do this, we need the help of all of our employees.

At the requirement of our workers’ compensation carrier, this dealership has an established eye protection policy. Dealership management expects employee use of eye protection during the following job tasks:

\* When working with chemicals (as per manufacturer’s warnings).

\* When using air tools.

\* When using shop equipment that creates (or can create) flying particles.

\* When using welding equipment.

\* When using oxygen/acetylene torch sets.

\* When underneath a vehicle for any amount of time or for any reason.

\* When chipping, cutting or grinding.

\* When using tools making metal-to-metal contact (impact).

\* When using compressed air for cleaning.

\* Anytime you are within close proximity to equipment or processes that create (or can create) flying particles.

\* Any other time that conditions warrant the use of appropriate eye protection.

*Regular prescription eyeglasses are not considered safety glasses. Only ANSI approved glasses are acceptable.*

Failure to comply with this policy can result in disciplinary action, up to and including discharge. In addition, any employee who suffers an eye injury while not using appropriate eye protection is subject to a **25%-50% reduction in workers’ compensation benefits as allowed by MO State Law**.

This policy addresses specific times when employees are expected to use eye protection. Employees are encouraged to use eye protection at all times.

**Dealership Name**

**Dealer Principal Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Employee Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Employee Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Date Acknowledged: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

*This signed copy will be retained in the employee’s permanent file.*

***Seat Belt Use Policy***

One of the largest exposures to injuries that our employees face are vehicle accidents. Each year, our workers’ compensation insurance carrier pays large amounts of money for vehicle accidents, many that occur without the vehicle’s occupants wearing seat belts. As such, our carrier has adopted a required seat belt usage policy for our dealership.

Recognizing the need for increased awareness and usage of seatbelts by our employees, in an effort to help protect our employees and provide a safe workplace, it is a general policy of this dealership that seat belts be worn *anytime* an employee of this dealership is in a vehicle that is moving (at any speed for any distance). *Specific* times that seat belts are required are outlined below:

\* Parts drivers on parts routes.

\* Technicians test driving vehicles.

\* Salespeople on demo drives.

\* *Any* time an employee is in a dealership demonstration vehicle or customer vehicle.

\* *Any time an employee of this dealership is in a vehicle in motion conducting dealership business.*

Failure to comply with this policy can result in disciplinary action, up to and including discharge. In addition, any employee who suffers an injury while not using a seat belt as appropriate is subject to a **25%-50% reduction in workers’ compensation benefits as allowed by MO State Law**.

**Dealership Name**

**Dealer Principal Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Employee Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Employee Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Date Acknowledged: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

*This signed copy will be retained in the employee’s permanent file.*

***Golf Cart Use Policy***

The use of golf carts has and will continue to provide a loss exposure for workers’ compensation claims. With this in mind, this dealership has established the following safety rules that pertain to employee operation of golf carts:

1. All operators of a golf cart must have a valid driver’s license.
2. Horseplay is strictly forbidden and can lead to disciplinary action up to and including termination of employment.
3. All occupants of the golf cart must keep their bodies inside the golf cart at all times and must be seated.
4. The number of occupants on the golf cart cannot exceed what the cart was designed to carry.
5. The golf cart must be driven at a slow speed and particular attention should be made to other vehicles that are on the lot. Remember, the golf cart may be hard to see by other vehicles while on the lot and an orange flag extending above the golf cart should be attached to provide additional visibility.
6. All employees who operate a cart should go through an orientation on the operation of the cart before being allowed to use it.
7. Parking brake must be engaged when cart is not in use.
8. Never allow a customer to operate the golf cart.
9. A golf cart is not allowed to leave the dealership premises.
10. Avoid sharp or sudden turns as to avoid the golf cart turning over.
11. Avoid sudden stops as golf carts are not equipped with safety belts.

All employees are required to review and become familiar with these rules. Failure to comply with this policy can result in disciplinary action, up to and including discharge. In addition, any employee who suffers an injury while failing to follow these rules and operate a golf cart safely is subject to a **25%-50% reduction in workers’ compensation benefits as allowed by MO State Law**.

**Dealership Name**

**Dealer Principal Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Employee Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Employee Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Date Acknowledged: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

***This signed copy will be retained in the employee’s permanent file.***

***REPORTING OF INJURIES***

***PRE-SELECTED MEDICAL PROVIDER***

***NOTICE TO ALL EMPLOYEES***

All workplace injuries must be reported IMMEDIATELY, regardless of how minor or severe you think that the injury is. MADA requires us to report all injuries to them within 48 hours.

This dealership has pre-selected a medical provider for workplace injuries as allowed by Missouri law. Our pre-selected medical provider is:

NKC Occupational Medicine

2700 Clay Edwards Drive, Suite 120

North Kansas City, MO 64116

If it is an emergency or after 5:00 P.M.

NKC Hospital Emergency Room

2600 Clay Edwards Drive

North Kansas City, MO 64116

**ONLY THE INITIAL MEDICAL TREATMENT FOR WORKPLACE INJURIES WILL BE AUTHORIZED BY THE DEALERSHIP’S CLAIM COORDINATOR.**

**Shari Fulks – 816-985-3896 (cell)**

**ANY FURTHER MEDICAL AUTHORIZATION WILL BE DETERMINED BY MADA SELF-INSURED WORKERS’ COMPENSATION TRUST (800) 246-2667.**

Employees who seek medical treatment on their own do so at their own cost. If immediate medical care is not necessary night shift partners should go to the clinic on the following day.

**Dealership Name**

**Dealer Principal Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Employee Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Employee Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Date Acknowledged: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

***This signed copy will be retained in the employee’s permanent file.***

***Dealership Policy on Vehicle Lift Controls***

Employees of this dealership are strictly forbidden to tamper with any vehicle lift control in any way. Employees disengaging, breaking or removing safety devices or any lift control will be subject to disciplinary action up to and including termination.

Prior to use, it is your responsibility to ensure that any vehicle lift you use has no safety device or control disengaged, removed, broken or tampered with. It is also your responsibility to inform your supervisor *immediately* of any issues with any lift control or safety device that you use.

Should you be injured or killed because you disregarded this policy or because you removed, disengaged or otherwise tampered with a lift safety device or lift control, your Workers’ Compensation benefits will be reduced **25% to 50%.** *Any portions of the cost of your injury that are not paid by this dealership’s Workers’ Compensation carrier would be your responsibility.*

**Signatures**

*I attest that I have read this policy and understand it. I acknowledge that my Workers’ Compensation benefits could be reduced should I fail to follow this policy in its entirety.*

**Dealership Name**

**Dealer Principal Signature:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Employee Name:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Employee Signature:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Date Acknowledged:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*This signed copy will be retained in the employee’s permanent file.*

***Dealership Policy on Cell Phone Use***

Vehicle crashes are the number one cause of fatality to dealership employees. Studies conducted by the National Highway Traffic Safety Administration (NHTSA) show that up to 85% of fatal car crashes are caused by distracted drivers, of which cell phones contribute greatly.

Other studies have shown that the chances of being in an accident while using a cell phone are the same or may be even higher than driving while intoxicated.

To protect the lives of our employees and property owned or operated by the dealership, we have adopted the following policy regarding the use of cell phones by employees while operating vehicles.

**At *no time* will employees place or receive calls while operating a motor vehicle. This also includes sending, composing or reading text messages.**

If you must receive or place a call, pull off of the road and stop first. Better yet, allow voicemail to pick up the call and call them back at a time that is more convenient.

**Signatures**

*I attest that I have read this policy and understand it. I acknowledge that my Workers’ Compensation benefits could be reduced should I fail to follow this policy in its entirety.*

**Dealership Name**

**Dealer Principal Signature:**

**Employee Name:**

**Employee Signature:**

**Date Acknowledged:**

*This signed copy will be retained in the employee’s permanent file.*

**Dealership Safety Rules**

**General Safety Rules - Applicable To All Work Areas:**

1. All employees are expected to work with the highest regard for safety. No employee shall engage in any activity that would knowingly increase their chances of accident or injury to unacceptable levels. Also, no employee shall create a violation under Federal Occupational Safety and Health Administration (OSHA) regulations.
2. Abide by the dealership Eye Protection Policy.
3. Abide by the dealership Seat Belt Use Policy.
4. Personal Protective Equipment (PPE) is provided by this dealership. Use of PPE is expected anytime conditions or job tasks indicate the need for its use.
5. *Do not* lift heavy or bulky items or push cars by yourself. All employees are expected to ask for assistance from other employees or to use mechanical lifting devices on heavy or bulky items. All employees are expected to work with the highest regard for safety in order to minimize risks in each job or task performed.
6. The use of alcohol and drugs on company property at any time is strictly prohibited. Also, employees are expressly prohibited from coming to work under the influence of alcohol or any illegal drug. Violation of this rule can lead to *immediate* termination.
7. Read the Material Safety Data sheets on each paint and chemical you use. Become familiar with precautions and hazards associated with each material.
8. Become familiar with *all* safety plans and programs, including Hazard Communication, Respiratory Protection Program and Emergency Action Plans.
9. Report any injury to your supervisor ***immediately***, regardless of how minor it may seem.
10. Know the location of the fire extinguishers and how to properly use them.
11. Know the location of the First Aid kit and eye wash stations.
12. Keep floors, aisles, storage areas and work bays clear.
13. Keep all stairways completely clear of materials. Place *nothing* on treads.
14. Keep aisles and walkways clear of hoses, cords, material or other potential tripping hazards.
15. Keep flammable liquids in closed, approved UL containers away from all ignition sources.
16. Check to ensure all electrical devices/tools are properly grounded.
17. Regularly inspect shop tools to be sure they are in good working condition. Replace or repair as needed.
18. Repair or replace broken extension cords and plug-in attachments before using.
19. Do not tamper with or remove any guards or tools rests on any grinder.
20. Ensure that guards are in place on any piece of equipment with moving parts.
21. Do not remove guards from any piece of equipment.
22. Regularly inspect hand tools for defects and replace or repair as required.
23. No employee is allowed to eat, drink or smoke in the detail shop, body shop or in *any* other location where toxic chemicals are present.
24. Technicians must not wear jewelry when working. When around moving or rotating machinery, use extreme caution with wearing long sleeves and coats. DO NOT wear loose clothing.
25. At no time will horseplay be tolerated.
26. Bring unsafe actions, conditions or equipment to the attention of management ***immediately***.
27. Circuit breaker, fuse panels, mains and other electrical panels are to be kept clear at all times. At no time are materials to be placed within 3 feet.
28. All bench and pedestal grinders in the facility are to have tool rests that are adjusted to less than 1/2 inch from the abrasive wheel. At no time are these tool rests allowed to be loosened or removed.
29. Only employees that are familiar with vehicle lifts and have been trained in their operation are allowed to use lifts.
30. Jackstands are to be used *anytime* a vehicle is raised off the floor for repair of any portion of the vehicle.
31. Protect your feet. Wear safety shoes when working.
32. Technicians are required to connect vehicles allowed to run inside the facility for any amount of time during repairs to the vehicle exhaust system.

**Service Department**

1. Do not smoke around flammable or combustible materials, especially gasoline. Do not smoke while performing repairs to any portion of a vehicle’s fuel system.
2. All employees are expected to keep their work bays as clean and organized as possible. Before bringing another vehicle into your bay for repair, take the time to sweep the floor and clean up any spilled liquids. Good housekeeping is crucial to safety!
3. Make sure all chemical and solvent containers are properly sealed and labeled.
4. All waste batteries are to be appropriately stored away from flammable or combustible materials. Batteries are not allowed to be left around the shop.
5. Before going home at night, all technicians will ensure that shop rags are picked up and appropriately stored.
6. Under no circumstance is an employee to go under a vehicle on a lift unless the safety latches have been engaged.
7. No employee will disable or circumvent lift safety latches ***at any time or for any reason****.* To do so may result in *immediate* termination*.*
8. Never use gasoline to clean parts.
9. Do not smoke when changing brakes, clutches or any other components containing asbestos.
10. Use appropriate respirators and refrain from smoking when using turning brake rotors, drums, flywheels or other friction surfaces that have been exposed to pads containing asbestos.
11. Use only approved methods for working with brake dust. Use appropriate respirators, vacuum systems and solution as necessary. *Under no circumstances are you to ever use an air hose to remove brake dust.*
12. *Do not use an incandescent trouble light while working on any portion of a vehicle’s fuel system, or in any area close to gasoline.*

**Body Shop**

1. When transferring flammable liquids from one container to another, containers are to be bonded to prevent the buildup and discharge of static electricity (spark). Also, all containers of new thinner and waste materials are to be bonded and grounded at all times.
2. Mixing paint and cleaning out paint guns requires appropriate ventilation and respirators be used.
3. Wear gloves to avoid cuts when handling sharp objects.
4. Smoking is prohibited in the body shop.
5. Appropriate respirators and ventilation systems shall be used ***during all times***that paint or paint-related materials are sprayed.
6. If vapors are present, never walk into the paint booth or mixing room without an appropriate respirator.
7. Food and drink is not allowed to be consumed anywhere within body shop work areas where toxic chemicals are used, stored, mixed or sprayed. This also includes areas where dusts or welding fumes exist or *could* exist.
8. Containers of paints, primers and solvents are to be kept tightly sealed when not immediately in use. No flammable liquid will be stored or kept in an open container for any amount of time.

**Parts Department**

1. Stairways are to be kept completely clear at all times. Do not store materials on treads.
2. Keep gate on parts mezzanine loading dock closed at all times.
3. Keep aisles and walkways clear.
4. Do not store materials around or under circuit breaker panels.
5. Wear safety glasses when using the key cutter or other times when appropriate.
6. Store heavy items on bottoms of shelving, not on top.

**Acknowledgment of Safety Rules**

I attest that I have read and do understand these safety rules. I also understand that it is management's expectation that I follow these rules, as well as using caution and common sense in the safe performance of any task that may not be directly covered by any particular safety rule, policy or procedure. I understand that management can change or add any safety rule at any time, and that I am expected to perform my job duties with the highest regard for safety at all times. At no time am I expected or allowed to perform any task that subjects myself or a co-worker to high levels of risk of serious injury or death.

I also acknowledge that I understand that my Workers’ Compensation benefits may be reduced as allowed by law should I be injured while failing to follow any of these safety rules required by the dealership or while failing to follow any established safety policy or procedure.

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Employee Name

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Employee Signature

\_\_\_\_\_\_/\_\_\_\_\_\_/\_\_\_\_\_\_\_\_\_\_\_\_

Date Signed

One copy placed in personnel file:

One copy given to employee:

**Safe Driving Pledge**

**Because I value my life and safety and that of others, I pledge that I will:**

1. **Make driving my number one priority when I am behind the wheel.**
2. **Not engage in any behavior: texting, eating, reading a map, using a cell phone, that will distract me from my number one priority.**
3. **Protect others and myself by driving safely.**
4. **Always wear a seat belt and ensure that all passengers in the vehicle wear seat belts.**
5. **Obey the speed limit and all other traffic laws.**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Printed Name

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature Date