



Official Safety Manual

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INTRODUCTION

At Lyncoach Truck Bodies (herein referred to as ***Lyncoach***, or *the Company*), every attempt will be made to reduce the possibility of on-the-job accidents. Through the Occupational Safety and Health Act (OSHA), the federal government mandates that all employers establish safe operating practices. It is the responsibility of all personnel to comply with federal and state safety mandates regarding worksite safety, including the operation of machinery, vehicles, tools and equipment.

Each employee is expected to comply with the safety policies in this manual as they apply to his/her particular job. The policies in this manual will be enforced at all times. Working in a safe manner will conserve equipment, prevent injury, and perhaps even save lives. Failure of an employee to abide by safety rules could result in disciplinary action, up to and including termination.

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KEY PERSONNEL

The job titles listed below are referenced throughout this document. Refer to this list for clarity on roles and locations when making decisions related to your safety or that of your co-workers.

Office Personnel

President	Jim Bray
CFO / Human Resource Manager	Larry Rushing
Safety Manager	Joel Kervin
Production Manager	Josh Knight
Technical Office Administrator	Bruce Tustin
Office Administrator	Angel Phelps

Shop Supervisors

Front of Shop	Patrick Caffie
Fabrication	Devon Tarver
Back of Shop	Michael Calhoun

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Safety Policy Statement

It is the objective of Lyncoach Truck Bodies to maintain an effective loss prevention program. This is to be achieved through *continually* focusing on preventing personal injuries and work-related accidents. Achieving this objective is the responsibility of all employees.

The Company holds the safety, health and welfare of all employees as our **first priority**. Every employee is required to practice safe operating procedures to prevent accidents and injuries. Safe work practices will be established and enforced at all times.

Each manager and/or supervisor is responsible for the safety of all equipment within his work area, as well as the overall safety of his employees. He/she must ascertain that each employee understands the correct way to do his job in the safest manner. The supervisor should see that his crew has—and uses—proper, safe equipment, including appropriate personal protective equipment (PPE). Appropriate disciplinary action will be taken when safety rules are violated.

Safety is a condition of employment. Each employee is expected to know and obey safety rules and to exercise caution in all work activities. Any employee who is unsure about the proper, safe way to perform any assigned duty should ask for clarification. Violation of safety standards that cause hazardous or dangerous situations may result in disciplinary action, up to and including termination of employment.

All employees are fully protected under the State of Alabama workers' compensation laws. Injuries that are not reported immediately may not be later compensated under worker's compensation insurance.

Safety Committee

The Safety Manager will designate one or more supervisor(s) or employee(s) from each work area to serve on the Safety Committee and to attend periodic safety meetings. These individuals are responsible for ensuring that vital safety information is covered at quarterly company-wide safety meetings and clearly communicated to the employees in their areas in a timely manner. Each Safety Committee meeting will be documented as to the topics discussed and action taken.

Safety Committee Members

Patrick Caffie	Joel Kervin	Larry Rushing
Devon Tarver	Jim Bray	
Michael Calhoun	Josh Knight	

Safety Responsibilities

Supervisor Responsibilities

Each Supervisor has the responsibility to ensure adequate productivity and reasonable economy in completing work projects. In addition, the supervisor is responsible for the safety and well-being of his equipment and employees. He must ascertain that each employee understands the correct way to do his job in the safest manner.

The Supervisor is a key figure in the establishment and success of the Company's injury and illness prevention program. The supervisors have a primary responsibility for assisting in the implementation of the injury and illness prevention program, especially as it relates directly to the workplace.

Supervisors are responsible for training employees to be familiar with safety and health hazards to which employees are exposed, how to recognize them, the potential effects of these hazards, and rules and procedures for maintaining a safe workplace. Supervisors shall encourage feedback from employees and give consideration to employee suggestions on working safely. Supervisors shall assist the Safety Manager in investigating accidents or near-accidents according to the policies contained in this manual.

Supervisors should see that their crew has—and uses—proper, safe equipment. Appropriate disciplinary action should be taken when safety rules are violated. All management personnel are to ensure that vital safety information is passed on to their employees in their area in a timely manner.

The Supervisor will:

- Enforce safety rules strictly. Document and correct infractions as needed.
- Take all reasonable precautions for the safety of personnel and prevention of property damage, including work stoppage as necessary in imminent danger situations.
- Conduct equipment maintenance according to manufacturers' guidelines.
- Specify proper protective equipment (PPE) for employees' activities. Require that employees use proper PPE at the appropriate times. Maintain any needed personal protective equipment and assure its accessibility to all employees.
- Make daily checks for obvious safety hazards.
- Request the needed equipment/supplies to maintain a healthful and safe working environment, free from unacceptable risks.
- Observe subordinates' work habits—new employees in particular—and advise the safe way to perform their job tasks.
- Assist the Safety Manager in the development of specific job safety training programs and special procedures
- Oversee regular equipment inspections.
- Prohibit untrained/unauthorized employees from operating equipment.
- Inspect vehicles regularly to prevent unsafe driving conditions.

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- Encourage employees to report immediately any unsafe procedures and/or actions that would be in violation of Federal, State, or local laws, rules, or directives. (Copies of the form, *Employee Suggestions* may be made available at each location for this purpose.)
- Other duties as assigned.

Employee Responsibilities

ALL Lyncoach employees should be devoted to performing safe work practices. Safety education requires employee participation. Accident prevention is the responsibility of all personnel. Each employee has a *personal* responsibility to work safely to prevent accidents, including the following:

- Read and become familiar with this *Safety Manual*, especially those policies that apply to your job duties.
- Report any unsafe conditions to the job site supervisor.
- Be safety conscious. Stay alert!
- Always wear the prescribed personal protective equipment (PPE) at appropriate times.
- Report any work-related injury or illness to management at once
- Never undertake a job that appears to be unsafe.
- Never use new or unfamiliar chemicals without the knowledge required to work with them. Always ask the safety manager or reference the SDS files before interacting with a new chemical (Refer to HAZCOM Plan) Always fully understand a chemical's toxic properties and the safe handling to avoid exposure.
- Do not operate equipment you are not trained and authorized to operate.
- Never operate equipment or machinery beyond the manufacturer's rated capacity.
- Do not remove any mechanical safeguards.
- When operating equipment on the jobsite, be aware of all pedestrians in the area.
- When operating noisy equipment or loud tools, use earplugs to conserve hearing.
- Ask questions if you are not sure about the safe way to perform a job task.
- Comply with all established safety standards in order to reduce the likelihood of accidents and make all worksites safer places to work
- Report any known accident, potential safety or health hazard, injuries (no matter how minor) to your immediate supervisor.
- Make suggestions on ways to improve safety conditions in your work area.
- Provide information if you witness an accident that requires off-site medical treatment. (Use *Witness Statement* form for this purpose.)
- Complete the *Near-Miss Incident* form to document incidents that *might have* resulted in serious injury or property damage.

Accident Reporting

When an injury occurs, the supervisor will complete a *Supervisor's Report of Injury* form within 24 hours and forward it to the HR Manager. Employees and supervisors are also required to report any known—or potential—safety or health hazards, accidents, injuries or near-accidents to the Safety Manager. ALL incidents should be reported immediately, even if no injury occurs.

Accident forms can be found at the end of this document. The safety manager will have copies of the accident forms also.

When an Injury Occurs

All on-the-job accidents involving injury, no matter how minor, must be reported to the supervisor immediately. Either first aid will be administered or medical treatment will be sought. **The supervisor must report all injuries to the Safety Manager before the end of the day with the details of the injury.** (If an accident occurs after business hours or over a weekend or holiday, it must be reported to management on the next working day.) A *First Report of Injury* form will be completed by the Safety Manager and forwarded to the workers' compensation insurance carrier within three days of the accident.

For accidents requiring medical treatment or lost time, in addition to the First Report of Injury form, the appropriate forms (Supervisors Report of Injury, Employees Report of Injury, Witness Statement, etc.) should be completed and forwarded to the HR Manager.

Employees who require off-site medical treatment must submit to drug and alcohol screening. If an employee is injured and fails to report the accident, or refuses a drug screen following an accident, he/she will face disciplinary action, up to and including termination.

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Off-Duty Injuries

If you must miss work for an ***off-duty*** accident, you must notify your supervisor immediately of your inability to work. Should you be seen by a doctor for your personal injury, you must provide a written release from the doctor stating the date of the injury and the date available to return to work. The release to return to work must be given to the Human Resource (HR) Manager *prior* to your being released to operate any equipment related to Company operations.

Accident Forms

- All necessary forms must be completed and sent to the Safety Manager or HR Manager within 24 hours of the accident.
- Any reports, medical bills or off-duty or light-duty slips should be forwarded to the HR Manager.
- Any correspondence from physicians or attorneys should be forwarded to the HR Manager *immediately*.
- Any request to authorize medical treatment should be directed to the HR Manager or a Company officer.

Safety Violations

Any employee responsible for a flagrant safety violation that results in injury to the employee or others, involves a “near miss” accident, or causes damage to property, will be disciplined, up to and including termination, depending on the severity of the violation.

Our management is dedicated to a safe working environment and our Company goal is to operate with an accident-free record. This policy is not intended to punish any employee, but to stress to every employee the importance of staying alert and working safely.

Workers' Compensation Insurance

- Employees are insured in accordance with State of Alabama workers' compensation laws. Following a waiting period, the employee's lost salary, if any, will be paid in accordance with state workers compensation law. Contact the HR Manager or office personnel for further information on workers' compensation.
- The Company is committed to providing the best available medical care and working with injured employees to assure a timely return to regular employment status. In some cases, depending upon the employee's job duties, light duty work will be arranged to comply with temporary physical limitations. Refer to *Modified Duty and Return to Work* on the next page.
- Any person who makes or causes to be made any knowingly false or fraudulent material statement or material representation for the purpose of obtaining compensation for himself or any other person will be guilty of a Class C felony under Alabama law.

Modified Duty and Return to Work

- The Human Resource Manager should be notified immediately if an employee has been released to full or modified duty after a period of lost time.
- When an employee is released to modified or light duty, accommodations will be made for the employee to return to regular hours of work performing appropriate tasks. Difficulties in accommodating employees should be discussed with the HR Manager or a Company officer.
- Employees working Modified or Light Duty are expected to follow normal work rules with regard to satisfactory performance, reporting to work on time, etc.
- Employees who refuse to work modified duty assignment may face termination of workers' compensation benefits.

Safety Meetings

The Safety Manager will conduct periodic safety meeting for all employees. Special, non-scheduled safety meetings for specific employees will be held when vital safety issues need to be addressed. Additional meetings, workshops or seminars will be scheduled as needed.

The minutes of each meeting will be recorded, and each attendee will sign documenting attendance. A copy of the minutes of each safety meeting will be saved in the safety managers files.

Safety meetings are mandatory for all employees. Failure to attend can result in disciplinary action.

Safety Training

The purpose of Safety Training is to reduce employee injuries by increasing safety knowledge and awareness. Safety training will be carried out by informal daily communication with employees, as well as during periodic Safety Meetings conducted by the Safety Manager. This *Safety Manual* shall be accessible to all employees, a copy of which will be kept in the Safety Manager's office.

For new employees, workplace safety and health orientation begin on the first day of initial employment or job transfer. All new employees will be informed of the safety rules, policies, and procedures pertaining to their job tasks, including the location of this *Safety Manual* and the SDS files. All new employees will be assigned appropriate personal protective equipment.

All employees will be instructed that compliance with safety rules is required, and that infractions will not be tolerated.

Employee orientation and training will include:

- The safe operation of tools and equipment and proper maintenance
- The nature of hazards on the job, and the safe way to perform their job tasks
- Exposure to hazardous materials and how-to properly handle; employees must complete this training before they can work unsupervised
- How and When to use Personal Protective Equipment (PPE)

Job-Specific Training

The Supervisor will ensure that all employees are trained to perform their assigned duties proficiently and safely, including a thorough understanding of the contents of this *Safety Manual* that affects their work. When new equipment or procedures are introduced, the Safety Manager and Supervisor will:

- Ensure all appropriate personnel receive safe operating instructions on new or seldom-used equipment before using the equipment;
- Review safe work practices with employees before permitting the performance of new, non-routine, or specialized procedures.
- Discuss hazardous material exposure as detailed in HAZCOM Plan.
- Observe employees on the job to insure their understanding of and compliance with safe work practices.

Proper training is especially important for any task requiring special skills, knowledge, or understanding; including, but not limited to these situations:

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Retraining Requirements

In the following instances, ongoing Safety Training will be conducted:

- Periodic review of safety policies that relate to high-risk jobs.
- When changes are made to safety procedures.
- After the occurrence of a work-related injury caused by an unsafe act or work practice.
- Whenever observed performance demonstrates lack of understanding of proper safety rules, immediate re-assignment or work suspension will be required until re-training in correcting those deficiencies can be accomplished; such re-training will occur as soon as practicable.
- When any employee expresses concern regarding past training retention, understanding of proper safety procedures, or a genuine concern for their safety in exposures where training has occurred previously.

Periodic Safety Training Meetings

The Safety Manager may hold safety training meetings periodically to convey safety information and answer employee questions. The format of these meetings will be to review, in language understandable to every employee, the content of the injury prevention program, special work site hazards, serious concealed dangers, and material safety data sheets (SDS).

Employees who are non-native English speakers will be given special, translated safety training instructions and demonstrations to ensure they fully understand the safe way to perform their assigned tasks.

Documentation

All safety-related orientation and training information shall be documented and saved in the respective safety files.

Company Vehicles

The Company requires that employees who operate Company vehicles know and comply with all federal, state and Company rules and regulations that govern the operation of a motor vehicle, including wearing seatbelts. Failure of an employee to comply with safety practices in the operation of a vehicle may result in disciplinary action, up to and including discharge.

Company vehicles include:

- Shop Truck(s)
- Forklifts
- Lulls
- Customer Chassis'

No employee is to operate a Company vehicle without a valid license or CDL license (if required).

Only authorized employees can move customer chassis' around Lyncoach property. Moving any customer chassis' off the property is strictly prohibited unless given permission from upper management.

Vehicle Accident Reporting

Immediately report any company related vehicle accidents to your supervisor or upper management.

Inspection and Care of Company Vehicles

All vehicles are to be kept clean. Do not abuse company vehicles in any way. Do not administer repairs to company vehicles or customer chassis unless given proper authorization.

Equipment Fueling

Only authorized employees are to fuel trucks and other equipment. When refueling gasoline or diesel machines, shut off the engine. **Be sure you are using the proper fuel.** Avoid overfilling the tank. Clean up any spills following proper safety procedures for fuel spills. Check for leaks and replace the fuel cap. **NEVER SMOKE WHILE FUELING.**

General Safe Work Practices

All employees should become familiar with and comply with the rules and procedures covered in this manual. General safety rules are summarized as follows:

1. Stay alert! Incorporate safety into every job task.
2. Report any unsafe practices, condition, and/or equipment to your supervisor or upper management immediately.
3. Use the appropriate personal protective equipment (PPE) required for each task. Gloves, safety glasses, face shields, ear plugs, welding hoods etc.
4. Avoid wearing jewelry and loose clothing that could get caught in equipment.
5. Always keep your work area orderly. Keep floors and walkways clear.
6. Report all injuries to the HR Manager immediately so that arrangements can be made for medical or first aid treatment. All doctor referrals must be authorized by the HR Manager.
7. Oxygen and acetylene cylinders shall be appropriately handled, and correctly stored in an upright position and caps installed when tanks are not in use.
8. Oxygen and acetylene valves must be turned off at the bottle when not in use.
9. Areas where cutting and welding torches are being used shall be inspected during and after the work for smoldering fire, hot metal fragments, oily rags and dry litter. This is very important to eliminate post-work fire hazard.
10. Be particularly alert and cautious when stacking, moving, or loading and unloading material.
11. No rough housing, practical jokes or horseplay will be allowed on the job.
12. Proper lifting techniques are to be used by employees to avoid over exertion and strain when carrying loads.
13. No employee may operate equipment for which he/she is not authorized.
14. Equipment should be operated with the proper guards in place.

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15. Never attempt to repair, adjust or lubricate equipment or machinery without proper authorization.
16. Do not handle or tamper with any electrical equipment, machinery, or air or water lines in a manner not within the scope of their duties, unless they have received specific instructions. Only qualified personnel or an electrician is to make repairs or service electrical equipment.
17. Lockout tags or locks shall not be removed unless given proper authorization to remove them.
18. Refrain from getting underneath elevated loads.
19. Do not work if you are experiencing extreme fatigue, illness, or other causes that it might expose the employee or others to injury.
20. No consumption of alcohol or illegal drug use will be tolerated. Anyone under the influence of drugs or alcohol must not start to work.
21. Know the location of fire extinguishers. Fire extinguishers that have been used or that have a broken seal must be turned in to your supervisor.
22. Know emergency procedures. All persons working in areas of high hazard must be trained in initial emergency response procedures.
23. Personal vehicles are to be parked in the designated area(s). Personal vehicles are not allowed behind the gates of the facility or in active work areas.
24. Obey the property speed limit (5mph).
25. Be familiar with any hazardous products and how to properly use and store them. Refer to the SDS file by the time clock.
26. No employee is to start company vehicles, heavy equipment or forklifts without being seated in the operator's seat. Wear seat belts when driving.
27. No firearms or other weapons are allowed on Company property, including parking lots.

Hand and Power Tools

The Supervisor is responsible for ensuring that employees are properly trained in the use of hand and power tools they are to operate. Each tool is manufactured with limitations to do specific work. Using the tool beyond its limits may result in serious personal injury and costly damage to the Company.

Check tools often for wear or defect, including tool handles and/or electrical cords. Do not operate faulty or defective tools which could be a safety hazard. Report needed repairs or replacement to the Supervisor.

Company issued tools are company property. Company issued tools are intended to stay at the facility. Any tools taken without permission will be considered stolen. Theft of company property is grounds for immediate termination.

1. Appropriate safety glasses, face shields, etc. must be worn while using hand tools or equipment which might produce flying materials or be subject to breakage.
2. Check tools daily for wear and defect. Alert your supervisor if you need a replacement tool.
3. Pneumatic tools are to be oiled daily.
4. Do not throw, toss, or slam tools on the work surface or ground.
5. When not in use, store all tools in a secure location.

Forklift Operation and Maintenance

No employee is allowed to operate a forklift unless specifically trained and authorized by the supervisor responsible for that equipment. Before operating a powered industrial truck (forklift), each new –or untrained—employee will be required to either:

- (1) train under the supervision of the supervisor—or other persons who have the knowledge, training and experience to train operators and evaluate their competence—or;
- (2) if experienced in forklift operation, demonstrate their competence by performing practical exercises.

Pre-operational Inspection

Forklifts, like other equipment, need daily maintenance to operate efficiently. **Never** operate a forklift without conducting a pre-operational inspection as shown below. This is critical for safety and for the proper care of the equipment. Before operating a forklift, ***always*** check the following:

- Fluid levels/pressures – fill if needed.
- Hydraulic oil level and pressure – fill if needed.
- Fuel/battery level
- Hoses (for leaks) /belts/cables
- Steering mechanism
- Fork attachment bolts and pins – do not operate unless all bolts and pins are in good condition and fully tightened.
- Tires – check all tires on truck and forklift to be sure air pressure is up to the recommended level.
- Brakes
- Horns/alarms
- Masts/forks
- Gauges/controls
- Safety guards/equipment

Safe Operation

1. The proper way to mount and dismount a forklift is to face the truck and use a three-point stance with two hands and one foot in contact with the floor or unit at all times. Never jump on or off the forklift.

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2. Become familiar with all controls (both location and operation). Controls may vary from unit to unit. Be sure you understand every control for the forklift you are to operate before starting the motor/engine.
3. Never start a forklift from anywhere but in the operator's seat. Keep your hands, arms and legs inside the forklift cab at all times.
4. If using an order picker lift truck, the operator shall wear the safety belt harness secured to a lanyard at ***all*** times during operation of the unit. This includes horizontal as well as vertical operation.
5. Once you have started the motor/engine, raise the empty forks approximately two to four inches off the floor for safe traveling. When traveling with a load on the forks, the operator shall travel with the load as low to the floor as practical with the load tilted back slightly for improved stability.
6. The driver/operator shall look 360 degrees before traveling with a lift truck, especially when backing up.
7. When traveling, remember pedestrians always have the right-of-way. In warehouse areas, be very careful to watch for pedestrians coming out from behind equipment or around corners. No person shall be allowed to stand or pass under the elevated portion of any truck whether empty or loaded. Never allow passengers to ride on your forklift.
8. The changes in the ground surface may require you to drive at a slow speed. Unlevel, unstable ground may cause the forklift to tip over. Note: if railroad tracks are encountered, the operator should cross them at an angle.
9. Never park on ramps, inclines or dock plates. Always back down and drive up an incline with a loaded forklift. Sound horn before ascending or descending ramps. Note: Forklifts do not brake as quickly as you might expect. This is due to the extreme weight of these units. When loaded, stopping distances increase.
10. Before entering a trailer, truck or a railcar, make sure the trailer, truck or railcar has been properly secured. The security of the vehicle should always be checked first before attempting to load or unload it. Check the following:
 - **chocks (manual or automatic)**
 - **ICC bar or any other restraint devices present**
 - **jacks (if trailer is not coupled to a tractor)**
 - **dock board**
 - **dock lock**

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One final check before entering the trailer: Make sure the trailer floor is in good enough condition to hold the weight of the forklift. Remember, forklifts can be much heavier than automobiles.

11. Whether you are traveling with a load or empty, your visibility is restricted. Be very careful to watch for blind spots. Driver/operators shall slow down and sound audible warning device (horn) at cross aisles and other locations where vision is obstructed. Also, because of the extreme weight of the forklift, these vehicles do not brake as easily as other vehicles.
12. The operator must keep a clear view of the path of travel and observe for other traffic, personnel and safe clearances. If the load being carried obstructs forward view, travel with the load trailing.
13. When following another truck, a safe distance of approximately three truck lengths shall be maintained. The operator shall not pass another truck traveling in the same direction.
14. The operator shall observe all traffic regulations and under normal traffic conditions, keep to the right.
15. A forklift is considered to be ATTENDED when the operator is less than 25 feet from the truck which remains in his view. Before leaving the operator's seat, the operator shall:
 - Bring truck to a complete stop
 - Place directional controls in neutral
 - Apply the parking brake
 - Lower the forks or attachments fully until resting on the floor. When lowering empty forks, the forks shall be tilted forward first and then lowered to the ground until the tips of the forks come in contact with the ground.
16. A forklift is considered to be UNATTENDED when the operator is *more than* 25 feet from the truck which remains in his view, or whenever the operator leaves the truck and it is not in view regardless of distance from the truck. Before leaving the operator's position in this instance, the operator shall:
 - Follow the procedures in item #16.
 - Stop the engine or turn off the controls
17. If the forklift is not put on a charge during off shifts or weekends, the operator shall disconnect the battery plug from the truck plug. Note: During normal production operation, the lift truck may remain plugged into the battery when left unattended.

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18. To change an LP gas tank, the operator shall:
 - Put on leather work gloves and goggles
 - Disconnect lift truck valve from the empty LP cylinder
 - Replace with full cylinder
Note: The pin on the lift truck must fit into the cut out hole(s) provided on the LP cylinder. This is required by law.
 - Strap the cylinder and re-connect the truck valve securely to the cylinder outlet.
 - Open cylinder valve and listen for leaks
 - If leaking, close cylinder valve and slowly uncouple the fuel valve. Try to re-connect. If still leading, try a different cylinder and notify department management of faulty cylinder.
 - If no leaks are present, lift truck may be utilized.
19. Forklifts shall not be operated with a leak in the fuel system until the leak has been corrected,
20. When **backing**, use the following procedure and sequence:
 - Pivot at the waist and inspect the area in the rear, watching for obstructions and pedestrians
 - Blow the horn to alert any pedestrians that may or may not be visible.
 - Engage the directional lever to the reverse position
 - Concentrate on the removal of the forks from the load to avoid any load disturbance, as you back out of the load
 - Stop the forklift 18" to 24" away from the load's resting location and lower the forks to the proper travel height and angle.
21. During **load placement**, the operator shall:
 - Square the forklift with the load resting location
 - Stop the forklift 18" to 24" away from the load resting location
 - Raise the load to proper entry height
 - Drive forward with the load and position the load over its resting location
 - Lower the load to a height of 4" if possible
 - Tilt the load forward to a level position
 - Lower the load to its resting platform
 - Back up the unit using proper back up procedures (refer to Item #22)
22. During **load pickup**, the operator shall:
 - Square the fork truck with the load resting location
 - Stop the fork truck 18" to 24" away from the load resting location
 - Raise the forks to eye level and level the forks to a horizontal position

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- Raise the forks to the proper entry height
- Enter the load and maintain the clearance around the forks to void load disturbance
- Raise the load so it is completely suspended from its resting platform
- Tilt the load back
- Visually inspect the rear area of the fork truck to ensure no pedestrians are behind or around the unit
- Back up the unit using proper back up procedures and sequence
- Back up the for truck 18” to 24” and stop
- Lower the load to the proper travel height

Report immediately any problems or broken equipment in connection with the forklift. Do not operate it until repairs have been made. You are responsible for the safe operation of any forklift you use.

Fueling the Forklift

When fueling gasoline or diesel forklifts, shut off the engine. Always wear the proper personal protective equipment when changing tanks. Be sure you are using the proper fuel. Avoid overfilling the tank. Clean up any spills following proper safety procedures for fuel spills. Check for leaks and replace the fuel cap.

When changing the fuel tanks on Propane or LP powered forklifts use gloves and safety glasses. Properly remove and replace the empty tank with a full tank. Ensure the tank is securely fastened in the proper location on the forklift before proceeding. Store the empty tank in the proper cabinet signifying the fuel has expired.

First Aid Kit(s)

All Lyncoach First Aid Kits are kept by the time clock in each building. All employees are encouraged to utilize the kit as necessary. Do not abuse the kits or take excess items for personal use. The kits are designed for treating minor injuries like cuts and scratches. **Injuries that cannot be adequately treated with these supplies alone should be treated by the Company's medical clinic or emergency room.**

The first aid kit(s) are managed by a 3rd party company. Barry Ford (334-618-6175) handles periodic refills of each cabinet.

Injury / Medical Emergency

In the event of an injury or medical emergency you are to immediately alert your supervisor, or someone in upper management. Minor injuries are to be treated using the first aid kits found by the time clocks in each building. Serious injuries will be handled by trained medical professionals. Emergency contact information is listed below.

Jim Bray	334-344-9362
Larry Rushing	334-232-1263
Joel Kervin	334-482-4349
Josh Knight	334-796-0444

Emergency Numbers (Internal)

Emergency Contacts (External)

Fire/Police/Rescue/Ambulance: 911

Troy Regional Medical Center: 334-670-5000

SARHA: 334- 566-8822

Eye Care Associates: 334-566-2020

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Ladders, Scaffolds, and Elevated Surfaces

If working on an elevated surface, the following procedures must be followed:

- Inspect ladders and scaffolds before use.
- Report any damages to your supervisor. DO NOT get on a damaged ladder/scaffold.
- Lock all wheels (if present) before climbing on to structure.
- Never move scaffolds with people on them.
- Use ladders for access; never climb bracing.
- All connections including castors on rolling scaffolds, shall be pinned/locked.
- Step ladders must be fully opened and set level.
- Work facing the ladder with both feet on the rungs.
- Refrain from using the top step on any step ladder or other A-frame style ladder.
- Refrain from using ladders on non-level surfaces.

Manual Lifting

Each supervisor should demonstrate to his employees the proper way to manually lift objects. The potential for severe accidents is high when lifting or handling stock.

An appropriate ladder should always be used when reaching for high shelves. Lifting, though it may seem simple enough, can be quite dangerous. When moving material manually, one must be careful not to lift a load that is too heavy. Employees should ask a coworker for assistance or use a device such as a hand truck.

The following procedures should be followed when doing any manual lifting:

- Before lifting an object, make sure that it is safe to lift (i.e. no protruding nails, sharp edges, wet or slippery surfaces).
- When lifting heavy objects, ask someone for help if it is too heavy for you. If a mechanical means of lifting or carrying the object is available, such as a hand truck, wheelbarrow or forklift, use the appropriate means.
- Test the object to be lifted by lifting a corner or edge to judge its overall weight. If it seems too heavy, do not lift it without help
- Plan the path on which the object will be carried to avoid obstacles.
- Place one foot alongside the object and one foot behind the object. Bend at the knees to reach down for the object, keeping the spine straight and stomach muscles tight.
- Grip the object with your whole hand—use the palm, not just the fingers. Keep the object close to your body and keep your spine straight.
- Do not twist or turn while carrying objects; make any necessary turns by moving your feet.
- Lower the object carefully to its intended location. Do not drop it intentionally.

Walking and Working Surfaces

Interior floors are to be kept as clean, dry, and as free from debris as possible. When the floor is wet, either from mopping or weather, “Caution, Wet Floor” signs must be posted. coverings. Any moisture should be cleaned up immediately.

Aisles, walkways and hallways should be clear and wide enough for their intended purposes. These areas should not be used for storage that interferes with clear passage through them. Any defects in floors or other walking surfaces should be repaired as soon as possible. Until repairs are completed, the area should be marked with signs or other obvious means to reduce the chance that anyone is injured.

In the shop and yard areas of the facility, walkways and driveways should be kept clear of obstacles that could cause an accident.

Chain Hoist Operation

- No employee is allowed to operate any machine or equipment unless trained and authorized to do so by the supervisor responsible for that equipment.
- Know the capacity of rigging equipment and weights of loads. Ensure that the object to be lifted falls within the range of the manufacturer's capacity ratings.
- Chain Hoist operating controls should be clearly marked, or a chart indicating their function posted at the operator's position.
- Never raise a load over another individual.
- No chain hoist shall be used in a manner that exerts side-loading stresses upon the mechanism.
- All exposed moving parts of chain hoist shall be securely guarded. No employee will remove a protective guard without permission from management.
- No hoist having a visible or known defect that affects safe operation shall be used until the defect is repaired and approved by management to return to service.

Facility Security

LYNCOACH TRUCK BODIES intends to achieve an optimum level of security to protect its employees and the assets of the Company. To assure full implementation of this policy, the Company will:

- Place a priority on Company security to protect employees and Company assets.
- Maintain surveillance system to adequately protect shops, office and storage facilities from theft.
- Conduct inspections and inventories of offices, shop and yard to assure security procedures are implemented, maintained and followed.
- Assist and investigate all external and internal security problems including, but not limited to: theft, fraud, vandalism, burglary and bad checks.

Theft Prevention

Each manager and employee is to be alert for the entry of questionable vehicles or persons in unauthorized areas on Company premises. Keep supplies and equipment stored in secure, approved areas so that maximum-security measures may be observed.

No employee is to be allowed to remove property or goods from the workplace without written permission from management. Removing or attempting to remove Company property without permission can be grounds for disciplinary action, up to and including dismissal. This includes, but is not limited to:

- Company-owned materials
- Vehicles, equipment or tools
- Property owned by other employees or customers
- Confidential reports including Company financial or accounting information
- Sales and quality control documents
- Price lists
- Customer lists
- Computer disks, tapes or other storage media
- Any information identified as proprietary or a trade secret

Any employee caught stealing from the Company will be terminated immediately. Anyone who is aware of another employee stealing is obligated to confidentially report this to upper management. Failure to report theft by another employee may result in disciplinary action, up to and including termination.

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Visitors

- Only authorized people are allowed access to the plant and storage areas.
- Visitors with legitimate business reasons must always be accompanied by an authorized employee. They may be asked to sign in and out.
- Absolutely no soliciting of any kind nor hand billing by non-employees on
- Company property is authorized nor allowed unless approved in advance.

Facility Inspections

Each supervisor is required to daily check for obvious safety hazards in his area of responsibility. Inspections which indicate deficiencies will be monitored by the Safety Manager. The Safety Manager will follow up with the supervisors to assist in correcting any unsafe conditions.

Workplace Violence

The Company has **zero tolerance** for acts of violence on Company premises. Any employee exhibiting violent behavior against others, including verbal or physical threats of violence, or engaging in violent horseplay or provoking a fight on Company property, will be disciplined, up to and including termination.

Any employee, applicant or visitor who poses a direct threat to the health or safety of other individuals in the workplace will be reported to the Police and removed from the premises immediately.

No firearms or other weapons of any kind are permitted on Company property, including the parking lot. Any employee who violates this policy will be terminated.

No Smoking Policy

NO SMOKING inside offices or other air conditioned buildings on the property. NEVER smoke around highly combustible or flammable material, including stored compressed cylinders. This policy applies to employees, customers, and visitors.

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Fire Prevention

All employees are responsible for reporting fires immediately! All employees are responsible for understanding the proper fire evacuation routes and procedures (posted by time clock). All employees are expected to extinguish small fires if possible.

- Be on the look-out for electrical hazards: lightweight extension cords or damaged cords; faulty plugs; overloaded or exposed electrical outlets; coffee pots, hot plates and portable electric heaters (used with supervisor's approval and only in authorized areas).
- Work areas, walkways and aisles should be kept clear of waste material, trash, and other combustible materials. Paths to fire exit doors should be kept clean and unobstructed. Storage areas should be kept orderly.
- When welding or burning, remove combustible material from the immediate area. Check your equipment for safe working condition. Determine the location of nearby fire extinguishers.

Fire Extinguishers

- All employees are expected to extinguish small fires using the fire extinguisher(s) closest to their work area.
- Portable fire extinguishers are in each work area. They are placed strategically near areas where fires could occur. Do not move extinguishers from their designated location.
- Each employee is responsible for knowing the location of all the portable extinguishers in their work area. Supervisors are required to check these extinguishers from time to time as a reminder of their position and operating instructions.
- Fire extinguishers should be inspected regularly to verify that they are charged and ready for use. Inspections should be noted on the tags found on the extinguisher handles.
- Notify your supervisor if you have used an extinguisher. They need to be replaced/refilled after use.
- Use the P.A.S.S method to extinguish all fires (Pull, Aim, Squeeze, and Sweep).

Bloodborne Pathogens

Any employee who renders first aid to an injured coworker or otherwise is exposed to body fluids should be made aware of the Company's policy on bloodborne pathogens. This would include employees who perform janitorial or housekeeping duties and might come into contact with blood or other bodily fluids. This does not include a situation such as helping a coworker with a cut finger or aiding someone at the scene of an accident you come across on the road.

Bloodborne pathogens are bacteria or viruses spread by contact with blood or other body fluids. Most often you hear of HIV, the virus that causes AIDS, and Hepatitis B (HBV) being transmitted this way. While these diseases can be frightening, following proper precautions can greatly reduce the chances of becoming infected. Following safety precautions for these diseases can also reduce the risk of coming down with more common viruses (flu, colds, etc.).

Effective July 6, 1992, the U. S. Department of Labor, OSHA, began enforcement of (29 C.F.R. 1910-1930) regulations which require employers to protect healthcare and certain other workers from the risk of contacting Pathogens such as (but not limited to) hepatitis B Virus (HBV), immunodeficiency viruses (HIV) while doing their jobs. Workers who may come in contact with or handle blood and other potentially infectious materials will be affected by the OSHA rule.

First aid providers must protect themselves from the possible contact when rendering first aid.

In the event that your clothes become soiled from body fluids such as saliva, semen, vaginal secretion, cerebrospinal fluid, synovial fluid, pleural fluid, peritoneal fluid, and any other body fluids visibly contaminated with blood, immediately remove them and have them bagged and laundered making certain that you thoroughly wash your hands, face, and any other areas which might have come in contact with any of the above mentioned fluids with disinfectant soap.

Good housekeeping protects every worker and customer and it is every employee's responsibility. However, when a biohazard exists, **only trained employees should respond and participate in the cleanup.** For simplification, a biohazard is defined as body fluids *other than* tears, sweat, urine, feces, and ordinary vomit. In the event that blood or one of the other previously mentioned fluids needs to be cleaned up, you must utilize rubber gloves and other equipment provided for this purpose.

In conclusion, it is important to protect yourself, your coworkers and our customers from unnecessary exposure to bloodborne pathogens and if everyone follows these procedures and exercises caution, this can be accomplished. (Refer to OSHA Section 1910.1030)

Lockout / Tagout

No employee will begin any service or maintenance work on machines or equipment that could be potentially hazardous energy sources before first ensuring that the power has been turned off.

Danger tags: “HANDS OFF—DO NOT OPERATE” will be placed on switches and valves that must not be operated until locked out or tagged out. (Conductors and parts of electric equipment that have been de-energized but have not been locked out or tagged in accordance with these procedures shall be treated as energized parts.)

All employees involved in the maintenance or use of any equipment that could cause injury if it were inadvertently reactivated during maintenance or repair must be familiar with these procedures. Each new or transferred employee who is affected by these rules must be trained accordingly.

Lockout/Tagout Equipment

The following is a list of equipment or machinery which must be locked out or tagged out before any maintenance or repairs are begun:

**Press Brakes
Metal Shears
Decoiling Machine
Iron worker
Compressor
Air Dryer
Saws**

Sequence of Procedures

1. Notify all affected employees that the equipment or machinery is going to be locked or tagged out.
2. If the machinery is operating, shut it down using normal procedures.
3. Isolate the machinery from its energy source. Stored energy such as air, gas or water pressure, springs, flywheels, or hydraulic systems must be dissipated or restrained.
4. Lockout or tagout the energy sources with individual locks or tags
5. After checking that no employees are in potentially hazardous areas, turn on the machinery or equipment and verify that it does not start. Be certain to turn it back off.

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6. After the service or maintenance is complete, check to be certain other employees are not in areas where they could be injured when the machinery is activated.
7. Remove all tools, reinstall any machine guards and make sure all employees are clear and remove the lockout or tagout devices.
8. Reactivate the machinery or equipment.

Basic Rules

1. Only the employee who locked out or tagged out the machinery or equipment is allowed to remove the lock or tag. Locks and tags should have a place on them to identify who placed them on the equipment.
2. If the equipment needs to be locked or tagged out for longer than a single shift, an employee on the next shift should be designated to be responsible for the lock or tag.
3. Never attempt to operate a piece of equipment or machinery that has been locked or tagged out.

Hot Work

No hot work (welding, cutting, riveting, flame cutting or other spark-producing operations or heating tasks, or any tasks involving energized electrical lines or equipment) will be performed without having fire-extinguishing equipment immediately available. Fire extinguishing equipment near hot work shall be maintained in readiness for use at all times.

No employee is allowed to begin hot work without management's written approval. Defined as: Touching with tools or hands energized electrical lines or equipment.

Close Proximity Work

No employee is to begin close proximity work without management's written approval. Defined as: Any work performed near energized electrical systems where tools, equipment, hands, etc. could come in contact with live circuits.

Personal Protective Equipment (PPE)

Note: All safety equipment must be maintained in sanitary condition and ready for use. Inspect PPE before and after each use; report any defective equipment to the supervisor immediately so that it can be replaced.

It is important that all employees use the appropriate safeguards and safety equipment provided. Also, all visitors should wear personal protective equipment when in areas so designated. OSHA 1910.132(f) requires that employees be trained how, why, and when to use PPE. Supervisors are responsible for requiring that necessary equipment be worn and training employees in its proper use. Employees are responsible for maintaining their assigned PPE. Any employee who fails to wear or use proper safety equipment will be disciplined.

Eye and Face Protection. Safety glasses shall be worn by employees when drilling or grinding. In addition, employees and visitors may be required to wear safety glasses in areas when exposed to flying particles, chips, dust, etc. Safety goggles, glasses and face shields shall correspond to the degree of hazard (drilling, grinding, chemical splashes, impact hazard, etc.). Employees performing welding tasks will wear face shields at all times when welding.

Hearing Protection. Hearing protection (earplugs/earmuffs) shall be used at *all* times where employees are exposed to continuous levels of loud noise. To be effective, earplugs must be properly fitted. The supervisor will instruct you in the proper use of earplugs. Over the earmuffs are recommended in louder areas.

Respiratory Protection. Respirators shall be used by employees while painting and in other areas where toxic products of combustion or an oxygen deficiency may be present. Respirator filters shall be checked daily and replaced when necessary.

Foot Protection. Substantial shoes must be worn to protect feet and toes. Appropriate footwear, including steel-toed shoes or boots, may be required in any area where there is any risk of foot injuries from hot, corrosive, poisonous substances, falling objects, crushing or penetrating action. The soles should be strong and in good enough condition to prevent slipping on smooth, wet or loose surfaces and to resist penetration by nails and debris.

Gloves. Appropriate gloves will be worn when working with materials, caustics or other corrosive materials. Gloves of various types and construction may be required in other circumstances, depending on the exposure hazard. If gloves are provided for a job, they must be worn on that job. Disposable items such as rubber gloves should be supplied for those employees who clean restrooms. Disposable items should not be reused or traded among employees.

Office Safety

General Work Practices

- Always close desk, file and cabinet drawers and doors immediately after use.
- Make sure all file cabinets are loaded from the bottom, to avoid tipping.
- Open only one file drawer at a time. The weight shift of opening several drawers can cause the cabinet to fall towards the person opening the drawer.
- Do not use feet to close drawers and doors.
- Never use drawers as steps.
- Never attempt to use a chair on wheels or casters as a step stool.
- Do not place electric cords for office equipment on floor surfaces where people can trip over them.
- Use extension cords for temporary use only. When used, make sure they are marked with warning signs or encased in a safety floor channel.
- Make sure any material stored overhead is stable and secure.
- Do not overload shelves or cabinets.
- Do not store heavy materials on top of high cabinets.

- When carrying materials around the office:
 - Make sure you can comfortably lift the load.
 - Lift with your knees and legs to avoid back strain.
 - Make sure you can see over what you are carrying.
 - Hold load close to your body.
 - Make sure your path is clear of any obstacles, wet or slippery surfaces.

- Use caution when preparing or carrying coffee or other hot liquids.

- Never read while walking.

- Make sure desk chairs are adjusted and tightened to prevent falls.

- Store pencils, pens, letter openers, scissors, knives in drawers or point down in a non-breakable holder.

- Make sure wastepaper and other refuse is placed in designated trash containers.

- Obey the “no smoking” regulations and remind others you observe smoking to do the same.

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- Know the location of fire extinguishers, the types of fire extinguisher, and how to use them correctly.
- Clean up spills immediately to avoid anyone slipping and falling.
- Make sure you are authorized by your supervisor on equipment before you use it.
- Report any visible safety hazards or visibly damaged equipment immediately to your supervisor.

Video Display Terminal Safety Rules

1. Feet should be placed flat on the floor or footrest.
2. Adjust seat height and angle to allow for natural curvature of the spine.
3. Adjust seat height and angle to support body weight at the thigh and seat rather than forward towards the knee.
4. Adjust seat to allow for a straight arm and wrist to the keyboard, with the forearm almost horizontal and upper arm almost vertical.
5. Computer desk or worktable should be adjusted to a height to fit the individual user.
6. Position keyboard for comfort and to minimize wrist extension beyond 15 degrees.
7. Use wrist rests with the keyboard, if available, to reduce load on the arm muscles and help maintain the horizontal straight-armed position.
8. Use a separate numeric keypad where available when doing extensive numeric data entry.

Computer Screen

1. Position video screen for maximum comfort to minimize neck strain, generally slightly below eye level.
2. Position video screen for maximum comfort to minimize eyestrain, from 12 to 32 inches away from the user's eyes to accommodate his or her eye focus.
3. Swivel or tilt the screen to minimize reflections and glare.
4. Select a font size and type that maximizes legibility and readability to minimize eyestrain.
5. Use a non-glare filter over the screen surface when available.
6. Minimize light levels in the work area to reduce glare and reflection off the screen.
7. Use a task light for lighting of paperwork as necessary.

Rest Breaks

When necessary, rest breaks should be taken away from the screen. These rest breaks include looking away periodically from the screen to focus on an object away from the computer, or standing up and participating in a physical activity (ex. A walk outside).

DISASTER / EMERGENCY RESPONSE

Note: The following persons should be called in an emergency: Emergency Contacts

Jim Bray	334-344-9362
Larry Rushing	334-232-1263
Joel Kervin	334-482-4349
Josh Knight	334-796-0444

Master Emergency Response Plan

In accordance with **29 CFR 1910.38 &.40**, Lyncoach has developed this Emergency Response Plan to delineate lines of authority and responsibility for emergency response. In this context, a major emergency may be one of the following: a potential major loss to an area or facility by fire (destroyed buildings, records, equipment); a situation in which a choice must be made in the assignment of relative levels of authority among emergency-response groups; a potential hazard to the surrounding community; threat; civil disturbances or alerts; a natural disaster (earthquake, tornado, etc.); and site-wide electrical power or other utility failure.

All of the Company's resources can be made available to respond to an emergency. During response to such major events, the Safety Manager will take the lead role whenever possible (and appropriate); but, if deemed necessary by management, Fire or Police may be summoned, and a pre-designated succession of management personnel would determine who would take charge. During every emergency an organized effort shall be made to protect personnel from further injury and to minimize property damage. Each supervisor must know what to do during an emergency in his or her area and must be certain that his or her employees understand their roles.

The first response to a disaster is to ensure that priorities are established, that the response is appropriate and adequately implemented, and that the proper notifications are made. In most cases the direct involvement of local supervision and remedial action will be necessary.

The purpose of the emergency response plan is the recognition that each employee has a vital role and a basic responsibility in the area of safety and emergency action. The only reasonable expectation is that at the onset of an emergency the initial response will be at the individual level.

Immediate and knowledgeable action is vital. The emergency plans for individual areas of the facility set forth the responses to be taken by employees following the discovery of an emergency in their area. Involvement of individuals at a higher level of responsibility will depend on the particular situation. *Never* hesitate to call outside assistance like police and firefighters. Dial 911. When the police, firefighters or paramedics arrive, surrender command to a qualified emergency specialist. The operator at 911 will tell you who is the

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person in charge of the specialized personnel assigned to respond to the emergency. The examples listed below identify the most likely outside incident commander for the following types of emergencies:

- **Injury:** Ranking Fire Officer or Physician (or injured persons may be taken to Troy Regional Medical Center)
- **Fire:** Ranking Fire Officer
- **Bomb Threat:** Ranking Police Officer
- **Civil Disturbance:** Ranking Police Officer
- **Radioactive or Chemical Spills:** Ranking Fire Officer, Client Responsible Safety Officer, local or Client's Special Toxic Clean Up crew or designated alternate
- **Power Outage:** Local Gas and Electric or local Plant Power Engineer
- **Mechanical Utility Failures:** Supervisor / President
- **Structural Plant Failures:** Supervisor / President
- **Landslide:** Supervisor / President

In most emergencies the person who should be in charge is obvious. However, an emergency might arise that requires the major involvement of more than one emergency-response group. In such a case the ultimate authority among those on the scene may not be obvious. In this event, the Company management should be consulted for direction.

Supervisor's Responsibilities

During an emergency, the supervisor must:

- Ensure that those under his or her supervision are familiar with the plan for the area, particularly the recommended exit routes and how to report an emergency.
- Render assistance to the person in charge during an emergency, as required.
- Maintain familiarity with the shutdown procedures for all equipment used by those under his or her supervision.
- Know the location and use of all safety equipment in his or her area.
- Keep employees from reentering an evacuated area until reentry is safe.
- Notify the next senior manager as soon as possible regarding the status of the emergency situation.

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Employee Responsibilities

Employees, other than emergency-response groups, involved in any emergency greater than a minor incident are expected to act as follows:

- If there is threat of further injury or further exposure to hazardous material, remove all injured persons, if possible, and leave the immediate vicinity. If there is no threat of further injury or exposure, leave seriously injured personnel where they are. Report the emergency immediately by phone. State what happened, the specific location, whether anyone was injured, and your name and phone number.
- Proceed with first aid or attempt to control the incident only if you can do so safely and have been trained in first aid or the emergency response necessary to control the incident.
- Show the ranking emergency-response officer where the incident occurred, inform him or her of the hazards associated with the area, provide any other information that will help avoid injuries, and do as he or she requests.
- Employees not involved in the emergency must stay away from the scene and follow the instructions issued over the public address system or directly from the person in charge.
- Employees must not reenter an area that they have evacuated until notified that it is safe to return.

Decontamination

Decontamination and Waste Disposal Contractors shall provide services to decontaminate special equipment; provide assistance with clean-up of hazardous chemical spills; and/or collection and disposal of hazardous chemicals. Our current disposal provider is Environmental Recycling Solutions (ERS) in Opelika, AL.
Contact Jeff Holladay 334-737-3866 At ERS.

Employee Acknowledgment

I acknowledge that I have been made aware of the LYNCOACH TRUCK BODIES *Safety Manual*, copies of which will be kept in the Safety Manager's office, for easy employee accessibility. I understand that it is my responsibility to reference the *Safety Manual* anytime I have questions or need information relating to the safe way to perform my job duties. I also understand that I am charged with complying with the safety guidelines detailed in this manual as well as any posted safety orders.

I also acknowledge that if I do not understand the safe way to perform any task, I will ask my supervisor or the Safety Manager for clarification or will reference the manual for clarification. I also understand that I am required to report immediately any accidents, near-accidents, or unsafe conditions to my supervisor.

Employee Signature

Date