



Rocky Top Materials, Inc.

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Safety Information Package

Disclaimer: This document contains brief descriptions of Rocky Top Materials, Inc.'s operations and philosophies regarding safety. These descriptions do not attempt to explain in detail the specifics of any safety policies or procedures and should not be construed to be anything but a summary of same.

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Safety Policy Statement

Rocky Top Materials, Inc. is firmly committed to the protection of the safety and health of all its employees. It is our policy to provide a safe work environment for each employee. No job is so important or no order so urgent that time cannot be found to perform the work safely.

In order to attain this safe work environment, employees and management shall jointly cooperate in the establishment and growth of a safety culture that focuses on mutual respect and accident prevention. Operating practices that safeguard employees and the general public will be implemented, followed by all employees (including management), and strictly enforced. Rocky Top Materials safety rules and other rules of conduct shall be followed. Hazards, conditions, practices and attitudes that are unsafe and may lead to accidents shall be promptly reported and corrected.

Under no circumstance shall employees place themselves in situations where their welfare or the welfare of those around them is jeopardized, nor shall employees be threatened with the loss of employment for refusal to perform work that is unsafe.

Safety Organization and Responsibilities

Safety Organization

The Rocky Top Materials, Inc. facility is overseen by a “yard” manager. He/she is directly responsible for the overall operation of his/her location. The yard manager supervises either an operations manager or a dispatcher, who in turn supervises and coordinates delivery personnel, equipment, and inventory to deliver the Company’s products to its customers in a timely and efficiently manner.

Safety Responsibilities

Managers

Managers at all levels have a primary responsibility for the safety and well-being of all Rocky Top Materials, Inc. employees. Operating practices that safeguard employees and the general public will be implemented, encouraged, followed by management, and strictly enforced.

Supervisors (Operations Manager, Dispatcher, and/or Safety Manager)

Supervisors are directly responsible for employee safety training, employee adherence to specific safety procedures, and the prevention of accidents and injuries. The supervisor must always understand and enforce the Company's safety program and shall not allow safety to be sacrificed for any reason.

Employees

The primary responsibility of all employees is to protect themselves from harm. Employees who feel a situation is unsafe shall not be required to perform the work. In such instances, they must first discuss the problem(s) with their supervisor(s) until the safety issues are resolved to the employee's satisfaction. Under no circumstances shall employees be forced to choose between their employment and performing work that is unsafe, nor shall employees place themselves in a situation where their welfare or the welfare of those around them is jeopardized.

In addition, employees shall:

- Help protect co-workers from hazardous and unsafe work conditions;
- Observe and follow safety rules and procedures to the letter;
- Use personal protective equipment when dictated by policy or situation;
- Report injuries, accidents, hazardous conditions, and unsafe work practices immediately to their supervisors;
- Help develop safe work practices, and make suggestions for improving existing work practices and procedures.

All employees, regardless of their duties, must follow established safety practices directed by Rocky Top Materials, Inc. Employees must always report recognized safety hazards, and they are encouraged to offer suggestions to management for improving safety procedures in any area.

Under no circumstances shall employees place themselves in a situation where their welfare or the welfare of those around them is jeopardized, nor shall employees be threatened with the loss of their job for refusal to perform unsafe work.

Liability Insurance

Rocky Top Materials, Inc. carries liability insurance on its operations to protect itself and others from economic loss due to accident or injury. A certificate of insurance will be provided to any customer upon request which will verify specific coverage and limits.

Compliance with Government Regulations

Rocky Top Materials, Inc. exercises all reasonable efforts to comply with the various rules and regulations of the federal, state, and local governments under which it is subject and trains its employees accordingly. Among the laws which receive significant employee instruction are those of the federal Occupational Safety and Health Administration (OSHA) and Department of Transportation (DOT).

OSHA

OSHA's general industry and construction regulations, 29 CFR 1910 and 29 CFR 1926, respectively, play an important part in Rocky Top Materials, Inc.'s safety program. Employees are regularly and periodically trained in the various aspects of OSHA safety topics including:

- Walking-Working Surfaces;
- Hazard Communication;
- Housekeeping;
- Personal Protective Equipment, including the use of gloves, Hi-Visibility Reflective wear, hard hats, protective footwear, eye and face protection, and fall protection equipment;
- Material Handling; and
- Powered Industrial Trucks. All operators are certified before being allowed to operate a forklift, piggyback forklift, or powered pallet jack.

Boom crane operators are trained under Rocky Top Materials, Inc.'s policy that utilizes American National Standards Institute (ANSI) standards and manufacturer recommendations. Truck-mounted articulating boom loaders (ABLs) are excluded from certain aspects of OSHA regulations under 29 CFR 1926.1400. Rocky Top Materials trains and qualifies its ABL operators in full compliance with OSHA regulations.

DOT

Rocky Top Materials, Inc.'s delivery trucks and operators meet or exceed U.S. Department of Transportation safety standards including:

- Controlled Substances and Alcohol Use and Testing;
- Safety Fitness Procedures;
- Qualifications of Drivers;
- Driving of Commercial Motor Vehicles;
- Parts and Accessories Necessary for Safe Operation;
- Hours of Service of Drivers;
- Inspection, Repair, and Maintenance; and
- Transportation of Hazardous Materials.

In addition, Rocky Top Materials, Inc. verifies that each of its drivers operates safely by providing Smith System[®] driver improvement training, procuring state motor vehicle records every six months, and by making frequent unannounced road observations.

Program Essentials

Accident Reporting and Investigation. Employees are required to report all workers' compensation injuries, automobile accidents, and jobsite incidents as soon as they occur. When appropriate, investigations are performed by Rocky Top Materials, Inc. officials to determine root causes, correct the problem(s) which led to the incident, and discipline employees if necessary, up to and including discharge.

Management Controls. Due to the nature of the delivery business, many of our work crews are unsupervised. While we hold them accountable for their job performance, we encourage employees to report hazardous conditions and will not discipline them for refusing to work when the work is truly unsafe. We ensure they follow Rocky Top Materials and jobsite safety rules by making and documenting random, unannounced jobsite observations. Employees violating Company or work site safety rules are disciplined accordingly.

Employee Selection and Training

Employee Selection. Rocky Top Materials, Inc. is an equal opportunity employer and does not discriminate on the basis of race, color, national origin, religion, sex, age or disability. Applicants' backgrounds are investigated in compliance with applicable laws, and all applicants are drug screened for controlled substances. Delivery applicants must pass a rigorous physical capabilities test to ensure they can handle the physical demands of handling drywall and the other heavy building materials we supply. The test has been proven to significantly reduce the number and severity of injuries common in our industry.

Employee Training

Material Handling. Handling techniques peculiar to our business are taught from "day one" of an employee's employment with the Company. New employees receive pre-placement instruction on all types of deliveries. Veterans are then paired with new employees to train on all our best practices in the field. Regular safety meetings further reinforce the importance of safe material handling techniques. Employees are prohibited from carrying drywall without a helper for convenience or production purposes. Employees are encouraged to use drywall carts and other material handling devices the Company provides and to minimize carrying wallboard as much as possible.

Weekly Safety Training Meetings. Delivery, Warehouse, and Supervisory employees participate in mandatory weekly safety training meetings that address general safety issues and safety issues common to drywall suppliers. These meetings often include OSHA topics and worksite specific information to help employees perform their work safely and efficiently.

Hazard Communication. Even though the majority, if not all, of the products supplied by Rocky Top Materials, Inc. are not "hazardous materials" in the traditional sense, each employee receives training in compliance with OSHA's Hazard Communication standard. Material Safety Data Sheets (MSDS) for each product are available to employees for inspection at any time and are also supplied to customers upon request.

Program Essentials

Personal Protective Equipment

Specific hazards will be different for every delivery because each jobsite is unique. The personal protective equipment (PPE) required at one job site is often not needed at the next. Because of this, employees are issued a variety of PPE.

Safety toe footwear is a condition of employment for all delivery personnel. Protective eyewear (ANSI Z87+), Class II high visibility/reflective wear, fall protection equipment, hard hats, and gloves are also provided by the Company. Employees are required to use appropriate PPE whenever certain exposures are present: cut resistant gloves when handling metal products; hard hats when work is being performed overhead; and full-body harnesses, lanyards and lifelines in situations where other fall protection is not available or used.

Jobsite Procedures

Trucks. Drivers are required to use spotters behind their trucks to back them at all times. This helps reduce the potential for serious injury or property damage. Crews on boom trucks must position traffic safety cones around their vehicles to mark the operation zone of their boom cranes and to warn others to stay away. Red “DANGER” tape must be attached to the top of each safety cone to quarantine the area when pedestrians are present or when power lines are within the operational radius of the crane.

Elevators. With supervisor approval, delivery personnel are permitted to ride and operate elevators used to move materials loaded inside the cars. When materials are loaded on top of elevators or in materials-only elevators, employees are prohibited from riding or operating those cars. Employees are forbidden from operating construction elevators (“cages” or “buck hoists”).

Overhead and Third-Party Cranes. Delivery personnel experienced in such delivery methods will be utilized on all work sites on which overhead cranes or other third party cranes are used to move Company products into buildings. At least one of the workers will be a supervisor, responsible for the safe conduct of Company operations on site.