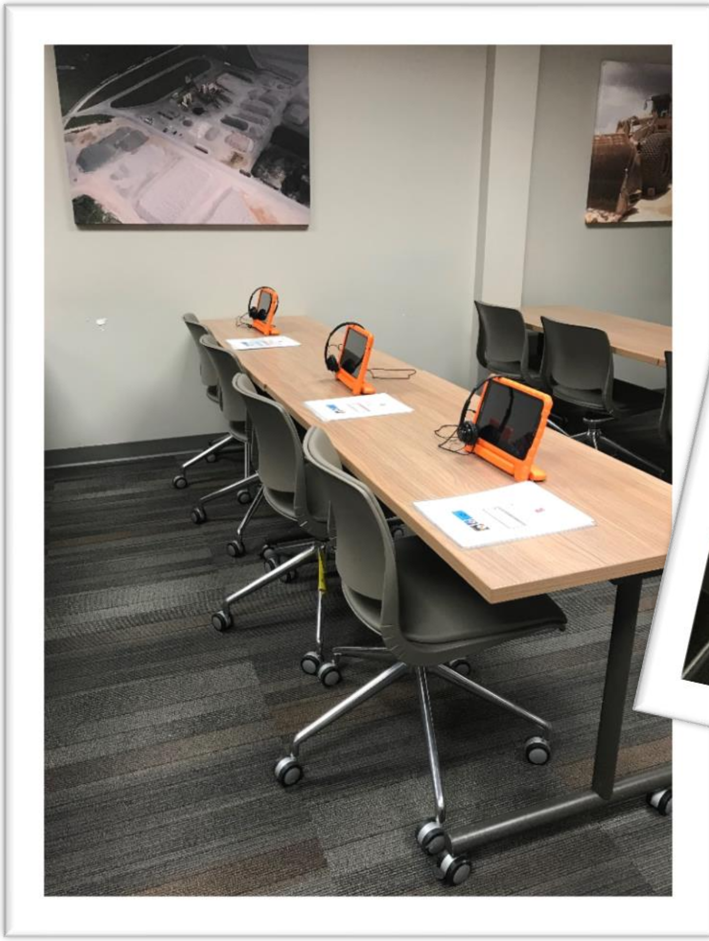
User Guide

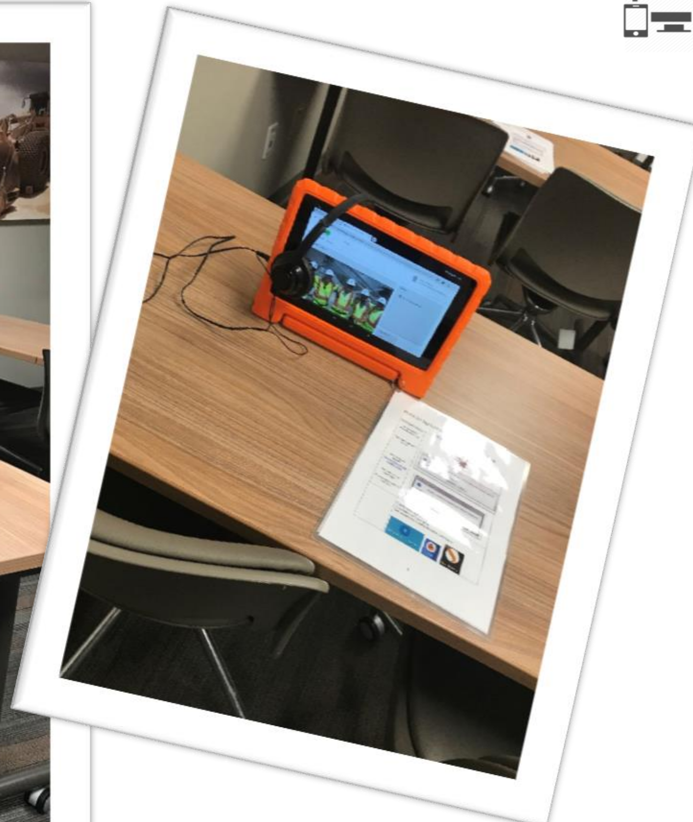
Environmental, Health and Safety (EHS) Resources

Table of Contents

Areas Open to All Employees Only   Areas Available by Log-in Only

Section 1: EHS Tablets for Training





Putting safety first is a big part of CRH's culture. One important method of keeping employees safe is making sure they have the proper safety training. Texas Materials utilizes multiple resources to deploy training. One of these resources is eLearning.

Success Factors is a Learning Management System (LMS). The LMS portal offers comprehensive metrics, you can measure the effectiveness and value of your training and then make better decisions based on those metrics. Also, the eLearning sessions can provide employees consistent training content so that they can participate from anywhere.

Based on the number of employees at a given location will dictate how many tablets you need to effectively roll-out training. You will want enough tablets to rotate employees through the training while not disrupting the normal workflow.

The following areas are summarized in this section to effectively help roll-out e-Learning training and utilize the LMS as a tool for required trainings.

1.1 Getting Started: Receiving tablets, what tablets to get, include pricing, and who to contact to get tablets
1.2 Applications to put on tablets
1.3 Setting up employees in SF app, passwords and usernames for AMAT accounts
1.4 Training required for each line of business
1.5 Assigning training
1.6 EHS Assistance/Frequently Asked Questions

1.1 Getting Started

How Many Do You Need?

Based on the number of employees at a given location will dictate how many tablets you need to effectively roll-out training. You will want enough tablets to rotate employees through the training and maintain the normal workflow.

Receiving Tablets

Once you know how many tablets you need to purchase. You will want to decide between Apple and Android devices (see table 1.) All tablet purchases can be made through the IT department. IT will price match the prices with Best Buy and get us the best corporate deal. Table 1 will help you decide which device would be the best fit for your employees.

Table 1	Android	Apple
Will the device be traveling?	No	Yes
Do you have WIFI?	Yes	No
Do you have a hotspot?	Yes	Yes

Cost of Tablets

Please contact the IT department to receive up-to-date pricing for your desired devices. Based on previous pricing, Apple products tend to cost a little bit more compared to Android devices. Tablets size should be taken into consideration since employees will be asked to read and engage with training on this device.

Tablet Accessories

Headphones: This will be needed if an employee is going to be taking training next to others or in a high traffic area. The online training provides audio along with text. The EHS department recommends checking Amazon for this purchase. The quantity needed will depend of number of tablets the facility has.

Cost can vary from $10 to $25 for each headphone purchased.

Also, purchase disposable headphone covers and maintain a supply, if employees are going to share the headphones.

Charging Cart: This is a nice accessory for sites who require multiple tablets to effectively roll-out training (construction crews). This cart provides extra security to keep up with multiple tablets and charging capabilities. Also allows for transport of multiple devices throughout the facility. Facilities have purchased this accessory by visiting globalindustrial.com.

Cost can vary on size of cart ranging from $200 - $500

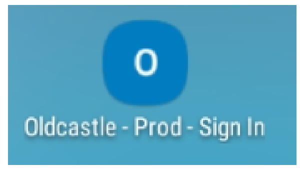
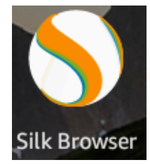
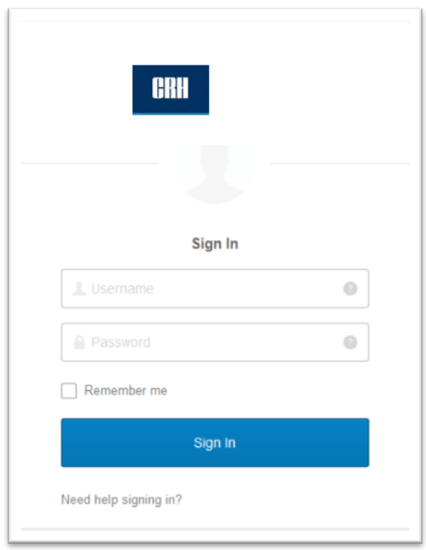
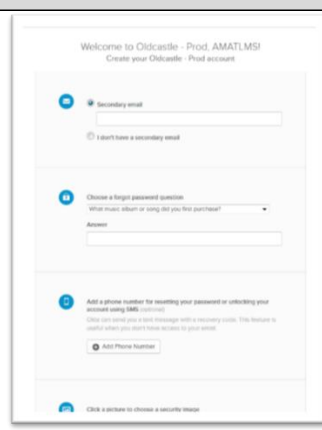
Screen Protectors: This is highly recommended to protect and promote the longevity of tablets purchased. This purchase can be made through Amazon for the number of tablets the facility has. The type of screen protector purchased will be determined on the type and size of tablet purchased.

Shock Prof Case: This is also highly recommended to protect and promote the longevity of tablets purchased. This purchase can also be made through Amazon for the number of tablets a facility may have. We recommend purchasing a case with the ability to prop up device on a flat surface. This will allow the employee hands-free capability while viewing videos and training materials.

1.2 Accessing Success Factors on Browser instead of App

Success Factors can be accessed by all employees in two ways. You may download the Success Factors App via the Google Play or Apple store. The other option is going to OKTA, our single sign on system, using the internet browser. In this section, the use of the internet browser for first time users will be covered.

- A positive aspect of using the internet browser is the ability to use any device.
- A negative aspect of using the internet browser is that employees must remember the login information required to login. This login information must be updated every 60 days and requires the employee to keep up with updated login credentials.

Open Mozilla, Chrome, Safari Browser Go to website oldcastle.okta.com	  
Log in again with your UserID firstname.lastname@amatlms.com and password (contact IT help desk and have password reset to receive a new password to login) Do not select ☐ **Remember Me** Contact Stevie.Morrison@na.crh.com or 512-839-2954 with questions.	
Create your account	

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<tr><td></td><td></td></tr>
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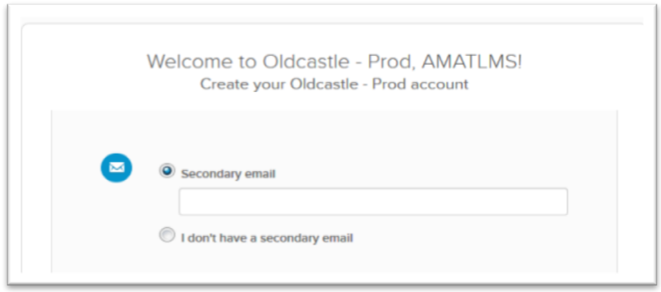

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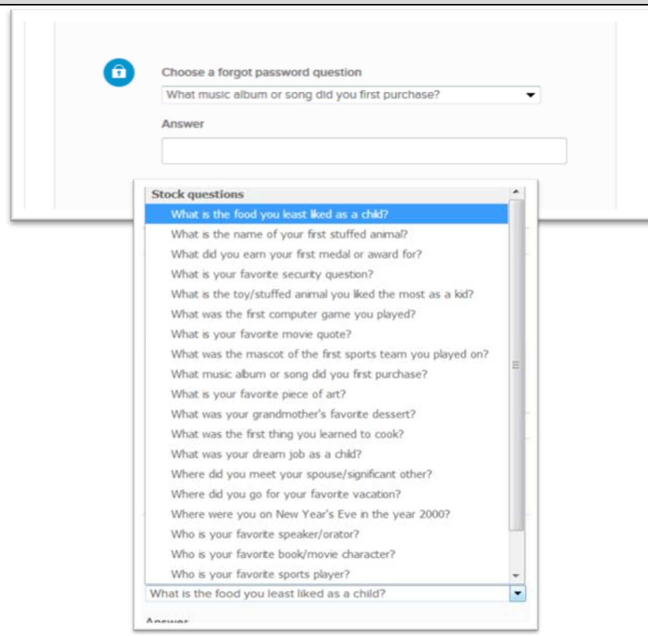
<tr><td></td><td></td></tr>
<tr><td>Choose a password reset question.
You have many options to choose from.</td><td>


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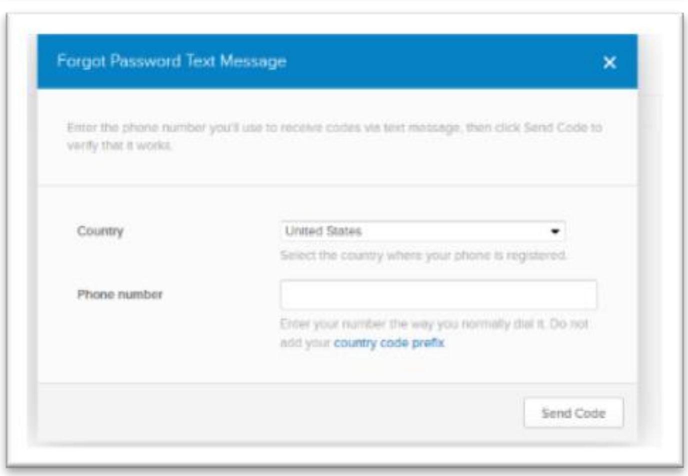
<tr><td></td><td></td></tr>
<tr><td>Set up a recovery phone number using your personal cell phone or supervisor's phone number.</td><td>

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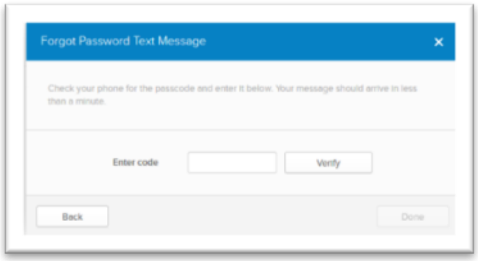
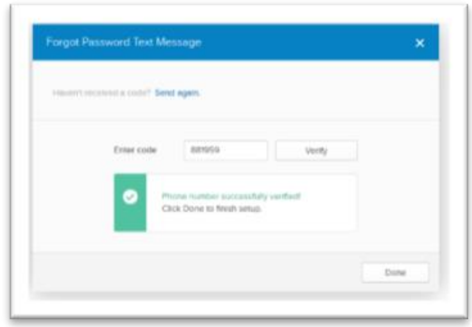
<tr><td>Verify the phone number</td><td>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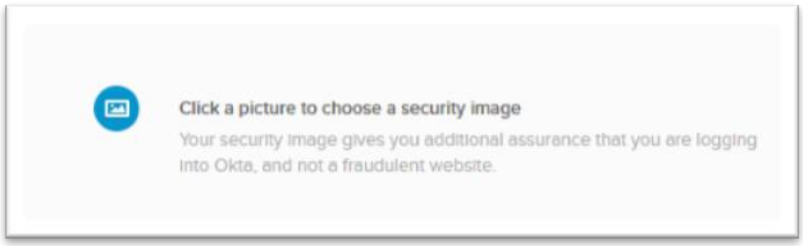
<tr><td colspan="2"></td></tr>
<tr><td>Choose a security photo (not all accounts have this step)</td><td>
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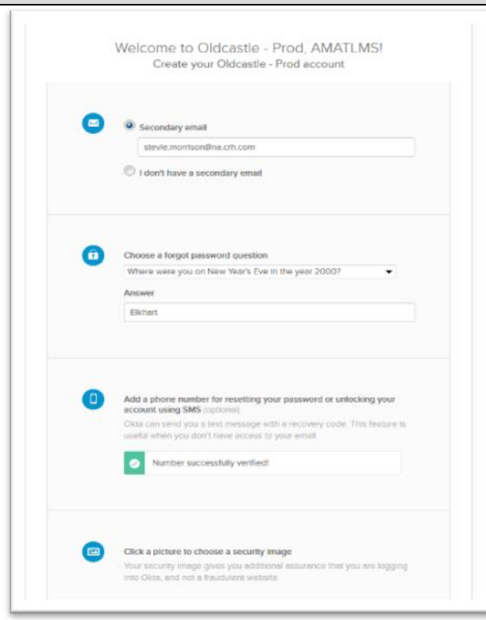
<tr><td>Click Create Account</td><td>
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<tr><td>Click on Success Factors</td><td>

CRH SuccessFactors</td></tr>
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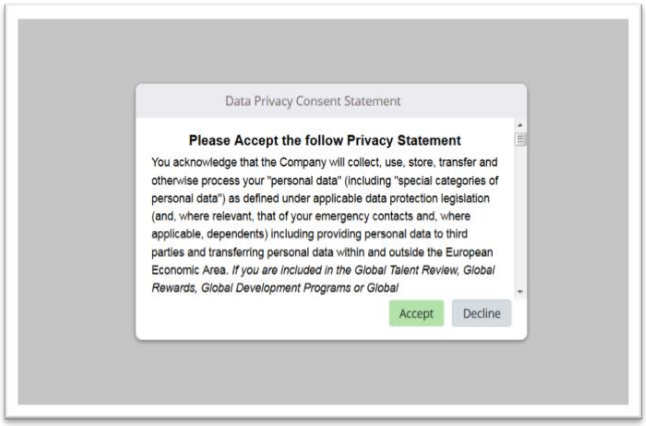
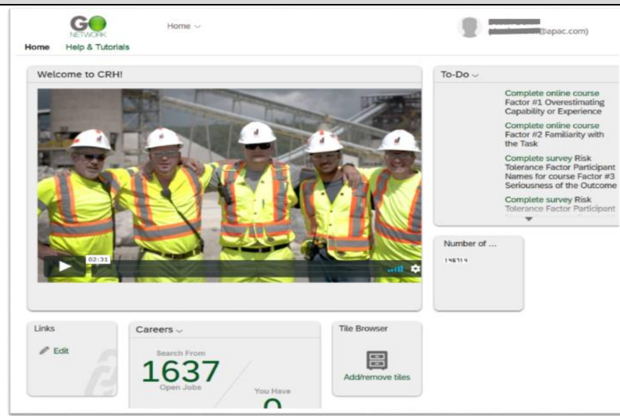
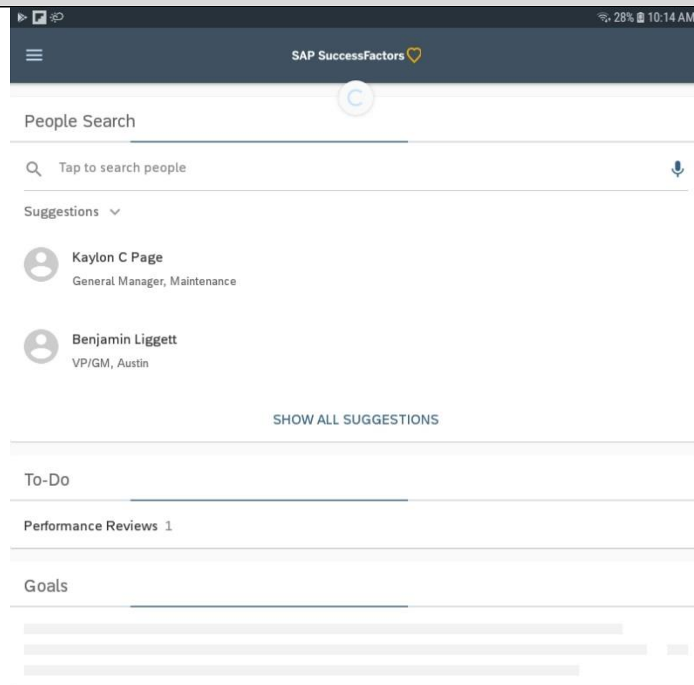
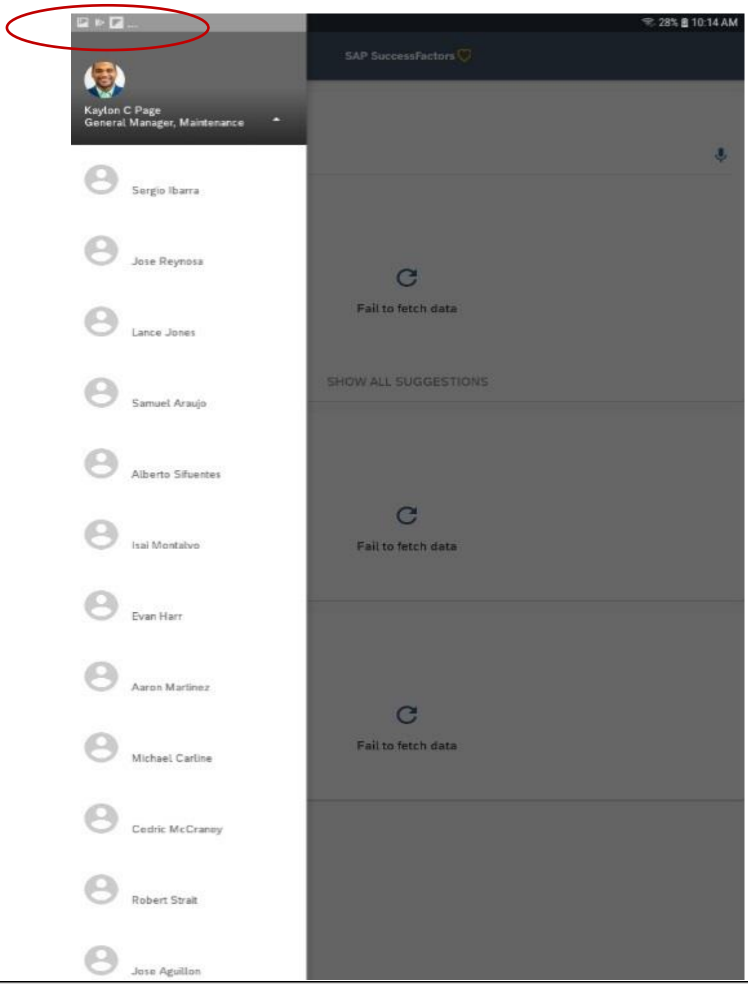
Accept the Data Privacy Consent Statement	
You're on the Site! You can go to your To-Do list to find any training assigned to you.	

1.3 Setting up Employees in Success Factors App

Success Factors can be accessed by all employees in two ways. You may download the Success Factors (SF) App via the Google Play or Apple store. The other option is going to OKTA our single sign on system using the internet browser. In this section downloading the Success Factors app on tablets and mobile devices and the setup of multiple employees on the app will be covered.

A pro of using the App is the ease it provides employees to login and complete training on a device they have been setup on. Some cons are employee must use the same device or be set up on all devices that may be used to access account without remembering login credentials.

Download the **Success Factors App** from the Google Play or Apple store.	
Open the **Success Factors App** on your tablet.	

<table>
<tr>
<td>Click on the Three Bars on the upper left of the screen.</td>
<td>
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<tr>
<td></td>
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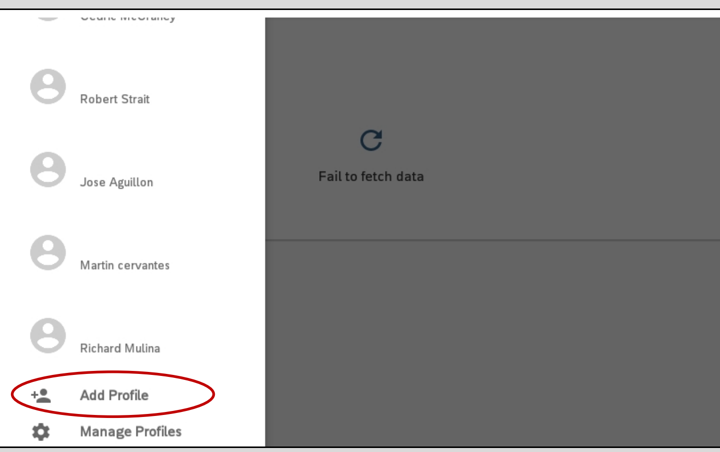
<tr>
<td>Scroll through the names until you reach the bottom and the <u>Add Profile</u> button appears.

Click <u>Add Profile</u></td>
<td>
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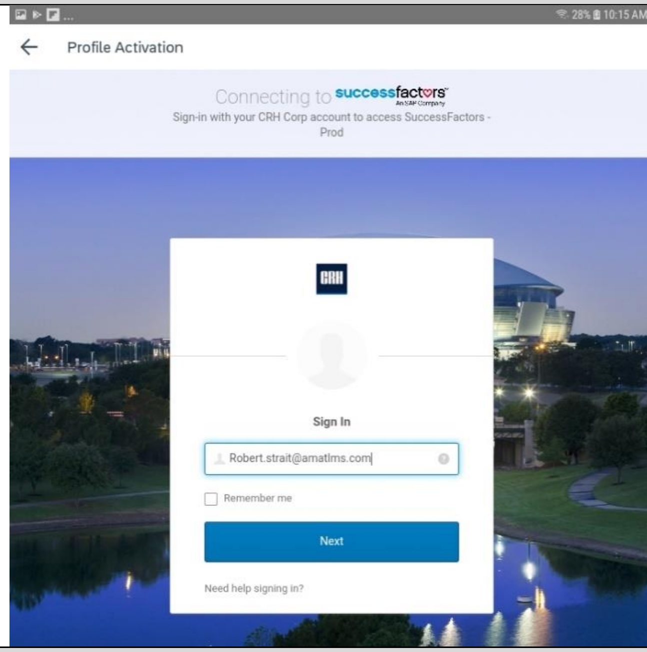
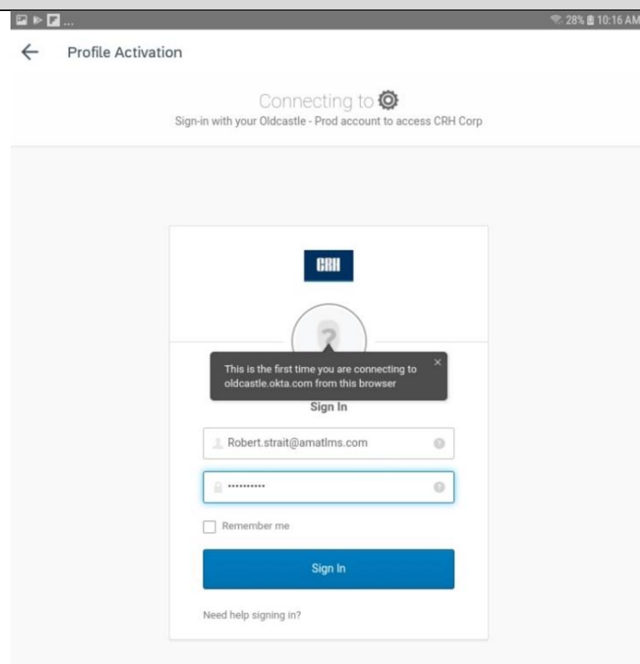
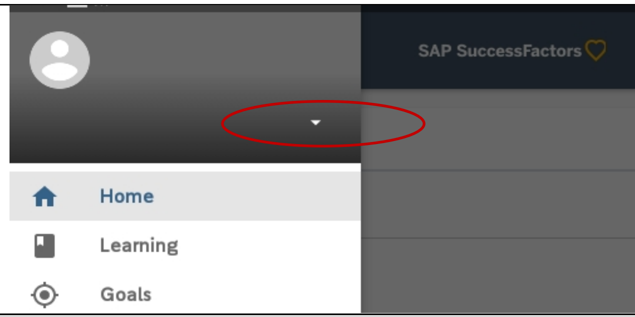
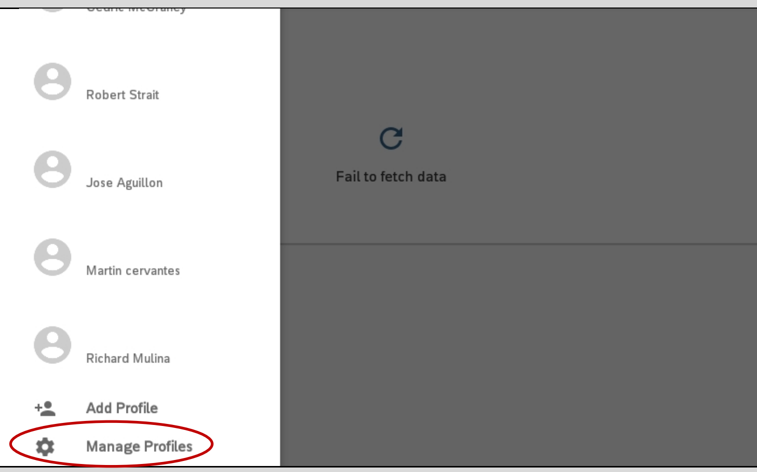
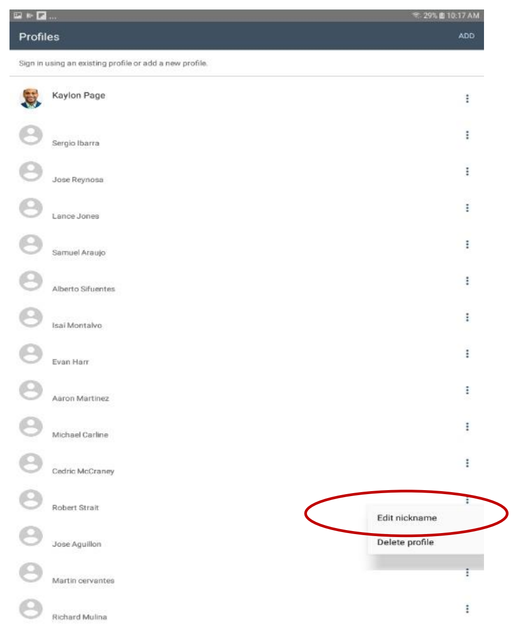
The page will open. Type in **CRH** as your company name	
Type in your email firstname.lastname@amatlms.com	
In the next page featured - type in your email again and then type in the password which should be Learning3! If that is not the password try, Learning2!, and then Learning1!	

<table>
<tr><td>When your account is setup, it will take you back to this page but a name will not be displayed next to your profile. You will need to click the <u>triangle</u> in the right bottom corner.</td><td>
</td></tr>
<tr><td></td><td></td></tr>
<tr><td>Scroll to the bottom and click <u>Manage Profiles</u></td><td>
</td></tr>
<tr><td></td><td></td></tr>
<tr><td>Click on the 3 dots next to the account you just created with no name.
Add your name to that account by clicking <u>Edit nickname</u></td><td>
</td></tr>
</table>

1.4 Setting Up Driver's Tablets for Success Factors (Using Secure Launcher)

Not Available at This Time - Coming Soon

1.5 Training Guidelines for Each Line of Business

Success Factors contains hundreds of Environmental Health and Safety Training sessions. CRH has placed not only internally built training sessions but some of the trainings has been purchased from Vector Solutions (formally Convergence Training). All of these training sessions are available in English and most are also available in Spanish for your employees.

In this section, you will find the catalog of Vector Solutions and CRH courses that are available to assign employees as well as a course log of training which the EHS department has put together with training sessions that are required by employees based on their line of business. Please contact the EHS department if you find yourself having any questions in regard to training requirements.

Vector Solutions Courses (formally Convergence Training)

https://www.convergencetraining.com/download/convergence_course_catalog.pdf

CRH Trainings

Title	Domain ID
Email Security	PUBLIC
Formation avanc e sur la conformit 2018 - 2020	PUBLIC
Email Security - Information Security Awareness	PUBLIC
Social Engineering - Information Security Awareness	PUBLIC
Data Protection and Destruction - Information Security Awareness	PUBLIC
Physical Security - Information Security Awareness	PUBLIC
Data Entry Phishing - Information Security Awareness	PUBLIC
Spear Phishing Threats - Information Security Awareness	PUBLIC
Security Essentials - Information Security Awareness	PUBLIC
Anti-Phishing Phyllis - Information Security Awareness	PUBLIC
Mobile Device Security - Information Security Awareness	PUBLIC
Security Beyond the Office - Information Security Awareness	PUBLIC
Protecting Against Ransomware - Information Security Awareness	PUBLIC
Avoiding Dangerous Attachments - Information Security Awareness	PUBLIC
Avoiding Dangerous Links - Information Security Awareness	PUBLIC
Beyond Passwords - Information Security Awareness	PUBLIC
Email Protection Tools - Information Security Awareness	PUBLIC
Email Security on Mobile Devices - Information Security Awareness	PUBLIC
Insider Threat Overview - Information Security Awareness	PUBLIC
Malicious Insider Threat - Information Security Awareness	PUBLIC
Mobile App Security - Information Security Awareness	PUBLIC
Multi-Factor Authentication - Information Security Awareness	PUBLIC
Password Policy - Information Security Awareness	PUBLIC
InField - Equipment Meter and Usage Entry	Materials
InField - Equipment Meter and Usage Entry	Materials
Application Access Request Training	PUBLIC
CRH Talent Review (eLearning)	PUBLIC
LOTO Awareness (eLearning)	PUBLIC

Return on Net Assets Introduction (eLearning)	Materials Central
Factor #1 Overestimating Capability or Experience (eLearning)	PUBLIC
Factor #10 Role Models Accepting Risk (eLearning)	PUBLIC
Factor #2 Familiarity with the Task (eLearning)	PUBLIC
Factor #3 Seriousness of the Outcome (eLearning)	PUBLIC
Factor #4 Voluntary Actions and Being in Control (eLearning)	PUBLIC
Factor #5 Personal Experience with an Outcome (eLearning)	PUBLIC
Factor #6 Cost of Non-Compliance (eLearning)	PUBLIC
Factor #7 Confidence in the Equipment (eLearning)	PUBLIC
Factor #8 Confidence in Protection and Rescue (eLearning)	PUBLIC
Factor #9 Potential Profit & Gain from Actions (eLearning)	PUBLIC
Spill Prevention Control and Countermeasure (eLearning)	Materials Central
Stormwater Pollution Prevention (eLearning)	Materials Central
Texas Region Safety Message	Materials Central
Silica Competent Person (eLearning)	Materials Central
Silica Exposure Awareness (eLearning)	Materials Central
Cherwell Ticket Handling (eLearning - AMAT IT)	PUBLIC
Developing Yourself and Others (eLearning)	PUBLIC
End User Security	PUBLIC
CRH AMAT IT AD and User Management	PUBLIC
CRH AMAT IT: Apex POS Configuration and Deployment	PUBLIC
CRH AMAT IT: Conferencing Overview	PUBLIC
CRH AMAT IT: Networking	PUBLIC
CRH AMAT: Office 365 Configuration	PUBLIC
AMAT IT O365 Collaboration	PUBLIC
CRH AMAT IT: PC Configuration & Deployment	PUBLIC
Voice Over Internet Protocol	PUBLIC
Understanding CRH AMAT Travel and Related Expense Policy (eLearning)	PUBLIC
Financial Acumen for Operational Leaders Part 1	PUBLIC
Financial Acumen for Operational Leaders Part 2	PUBLIC
Financial Acumen for Operational Leaders Part 3	PUBLIC
Financial Acumen for Operational Leaders Part 4	PUBLIC
Conversation Guidelines Refresher (eLearning)	PUBLIC
Feedback Refresher (eLearning)	PUBLIC
Leadership Refresher (eLearning)	PUBLIC
General Knowledge (eLearning - AMAT IT)	PUBLIC
How To Be A Great Mentor (eLearning)	PUBLIC
Leading with Integrity (eLearning)	PUBLIC
LSR - Safety of Materials Under Pressure (eLearning)	PUBLIC
LSR - Blasting Operations (eLearning)	PUBLIC
LSR - Work Zone Safety (eLearning)	PUBLIC
LSR - Employee Engagement (eLearning)	PUBLIC

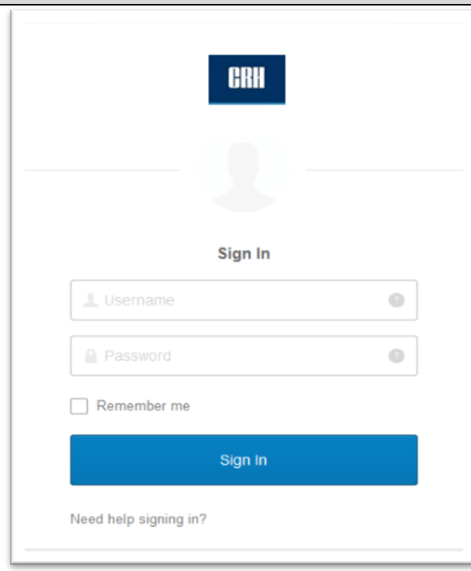
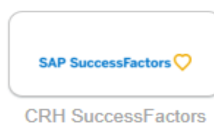
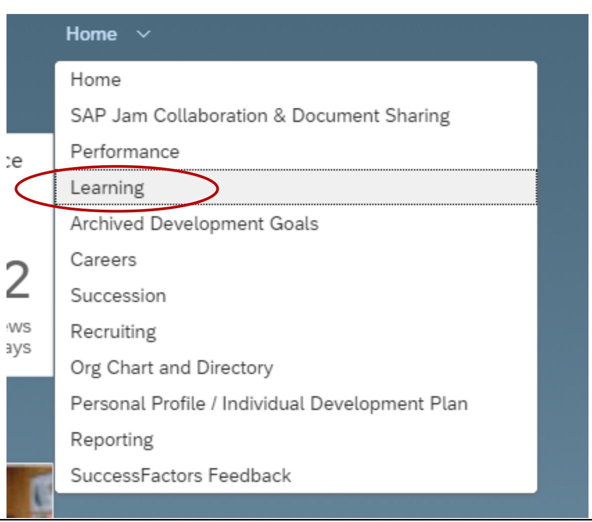
LSR - Contractor Safety Management (eLearning)	PUBLIC
LSR - Risk Assessment (eLearning)	PUBLIC
LSR - Equipment Safety (eLearning)	PUBLIC
LSR - Isolation of Operating Machinery and Electrical Safety (eLearning)	PUBLIC
LSR - Machinery Guarding (eLearning)	PUBLIC
LSR - Confined Space Entry (eLearning)	PUBLIC
LSR - Working at Heights (eLearning)	PUBLIC
LSR - Lifting Operations (eLearning)	PUBLIC
LSR - Underground and Overhead Utilities (eLearning)	PUBLIC
LSR - Use of Personal Protective Equipment (eLearning)	PUBLIC
Organizational Awareness (eLearning - AMAT IT)	PUBLIC
Quality Control Integrity (eLearning)	PUBLIC
Safety (eLearning - AMAT IT)	PUBLIC
Protecting Against Ransomware	PUBLIC
Work Zone Safety: Best Practices (eLearning)	PUBLIC
Work Zone Safety: Hauler and Trucker Safety (eLearning)	PUBLIC
Work Zone Safety: Night Work (eLearning)	PUBLIC
Work Zone Safety: Overview and Equipment (eLearning)	PUBLIC
Work Zone Safety: Traffic Control (eLearning)	PUBLIC
Workplace Conduct (eLearning)	PUBLIC
Oldcastle Performance Management Process - Overview	PUBLIC
Oldcastle Performance Review Process Year-End	PUBLIC
PowerPoint Advanced	PUBLIC
Salary History Ban: Addressing the Pay Gap	PUBLIC
Avoiding Harassment and Discrimination in the Workplace	PUBLIC
CRH Advanced Compliance Training 2018-2020 (EN)	PUBLIC
2019 CRH Code of Business Conduct	PUBLIC
Code de conduite professionnelle de CRH 2019	PUBLIC
SuccessFactors HR Manager and Administrator Training WebEx	PUBLIC
Carbon Monoxide in Construction Portable Gas-Powered Equipment	PUBLIC
Crane Boom Contacts Power Lines, Worker Electrocuted	PUBLIC
Excavations in Construction	PUBLIC
Falls in Construction Floor Openings	PUBLIC
Prevent Electrocutions Work Safely with Cranes near Power Lines	PUBLIC
Respiratory Protection in General Industry	PUBLIC
Sprains and Strains in Construction Laying Stone	PUBLIC
Struck-by Accidents in Construction Vehicle Back-Over	PUBLIC
The danger of hiding who you are	PUBLIC
How diversity makes a team more innovative	PUBLIC
Color blind or color brave	PUBLIC
Everyday Leadership	PUBLIC
Dare to Disagree	PUBLIC

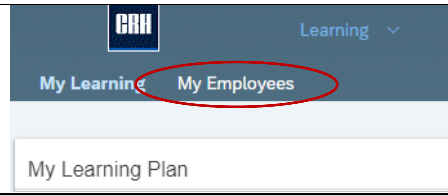
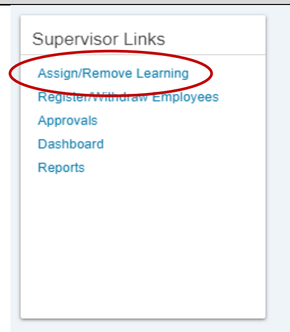
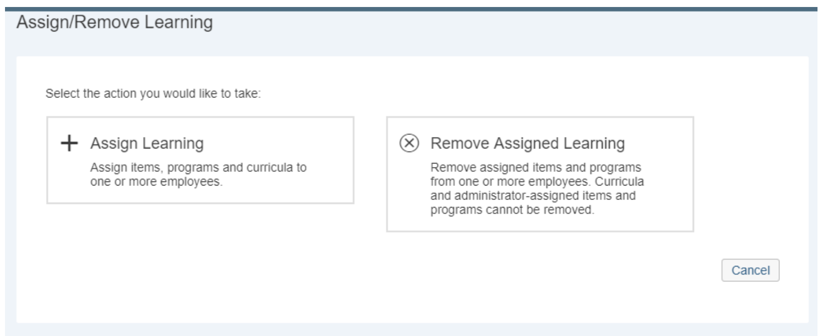
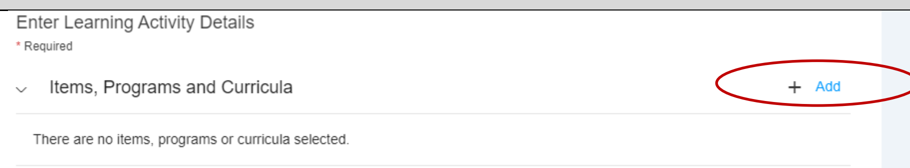
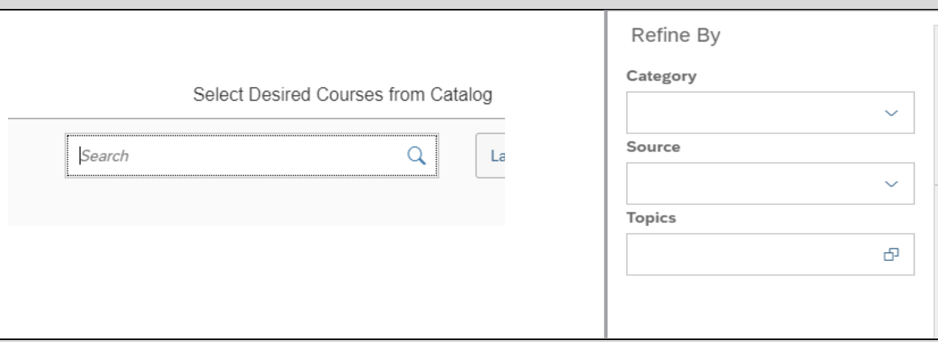
Why good leaders make you feel safe	PUBLIC
How too many rules at work keep you from getting things done	PUBLIC
How to start a movement	PUBLIC
The new power of collaboration	PUBLIC
#proud2bCRH video - Multi-Lingual	PUBLIC
Oldcastle Performance Management - Mid-Year	PUBLIC
#proud2bCRH - French Subtitles	PUBLIC
#proud2bCRH - Spanish Subtitles	PUBLIC

1.6 Assigning Training

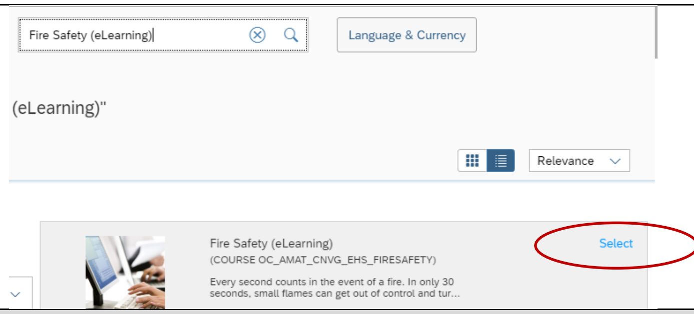
Once your employees are able to access Success Factors (SF) and a training schedule has been established, it is time to assign training to your employees. SF makes it very easy to manage employees who are direct and indirect reports, as well as, assign trainings to employees when they may have down time or bad weather days.

This section will go over the steps to assign the training sessions to your employees.

Login to the Chrome Web Browser	
Go to the Okta web page at oldcastle.okta.com/	
Select **<u>CRH Success Factors</u>**	
Select the dropdown menu next to the **<u>Home</u>** dropdown and select **<u>Learning</u>**	

From the **Learning** screen click over to **My Employees**	
On the right-hand side of the **My Employees** page, go to the **Supervisor Links** section and select **Assign/Remove Learning**	
From this screen, you'll have the option to **Assign Learning** or **Remove Learning** Select the appropriate option and the following process is the same.	
Select **Add** in blue to determine which training(s) you would like to assign/remove.	
Search for the training you want to assign/remove. You can sort by keyword or by Category, Source or Topic	

<table>
<tr>
<td>In this example, we are assigning Fire Safety for a group of employees

Click <u>Select</u> on the right side of the Fire Safety eLearning.</td>
<td>
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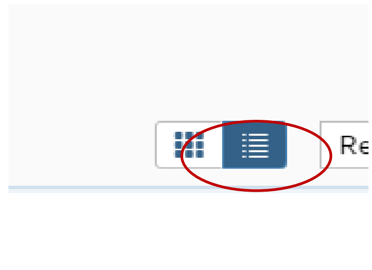
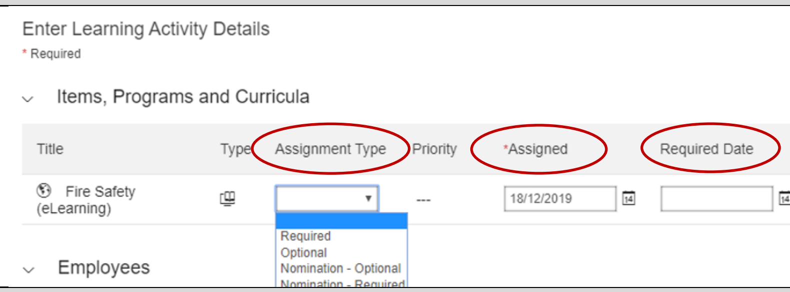
<tr>
<td>Be sure to select the <u>List View</u> option if you cannot see the <u>Select</u> button in the <u>Tile View</u> format.

Once selected. Click the <u>X</u> in the top right corner of the window.</td>
<td>
</td>
</tr>
<tr><td></td><td></td></tr>
<tr>
<td>Once you add the selected training, you will need to select the appropriate <u>Assignment Type,</u> <u>Assigned Date</u> and <u>Required Date</u> (Due)</td>
<td>
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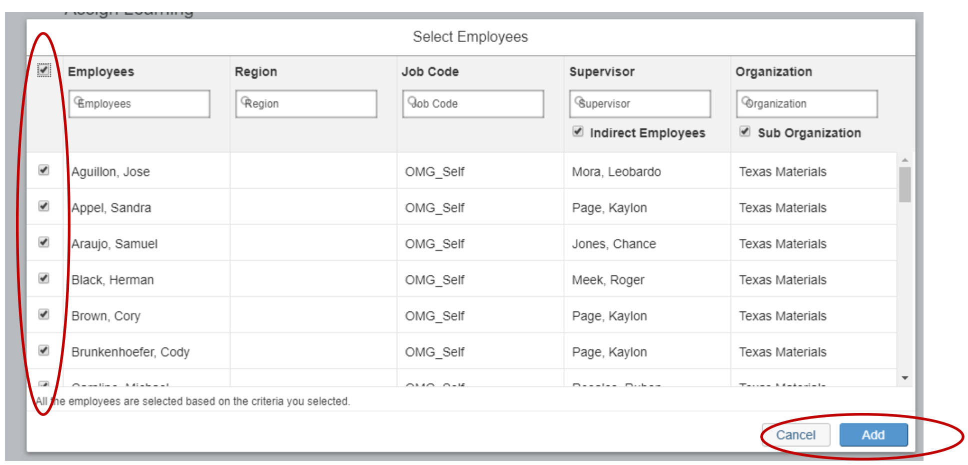
<td>Select the employees to whom you would like to assign/remove the training.
Click <u>Add</u> on the right-hand side of the section below the course selection portion of the web page. You can select individual groups or all employees by checking the box in the top left, then select <u>Add</u></td>
<td>
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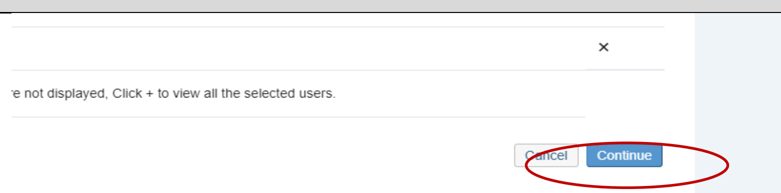
<tr>
<td>Select <u>Continue</u> once you have added the employees to the assign/remove list

Training will register as Assigned and due on the selected date</td>
<td>
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1.7 Completing Training for Temporary Employees

1.8 Overview

1. Buy tablets, tablet cases, screen protectors, headphones, and disposable headphone covers
2. Buy charging station and storage device (recommended if facility has more than ten tablets)
3. Inquire with EHS on special tablet settings
4. Logging in to the internet
5. Download Success Factors App
6. Have responsible supervisor login to Success Factors
    - Can do double authentication, if necessary.

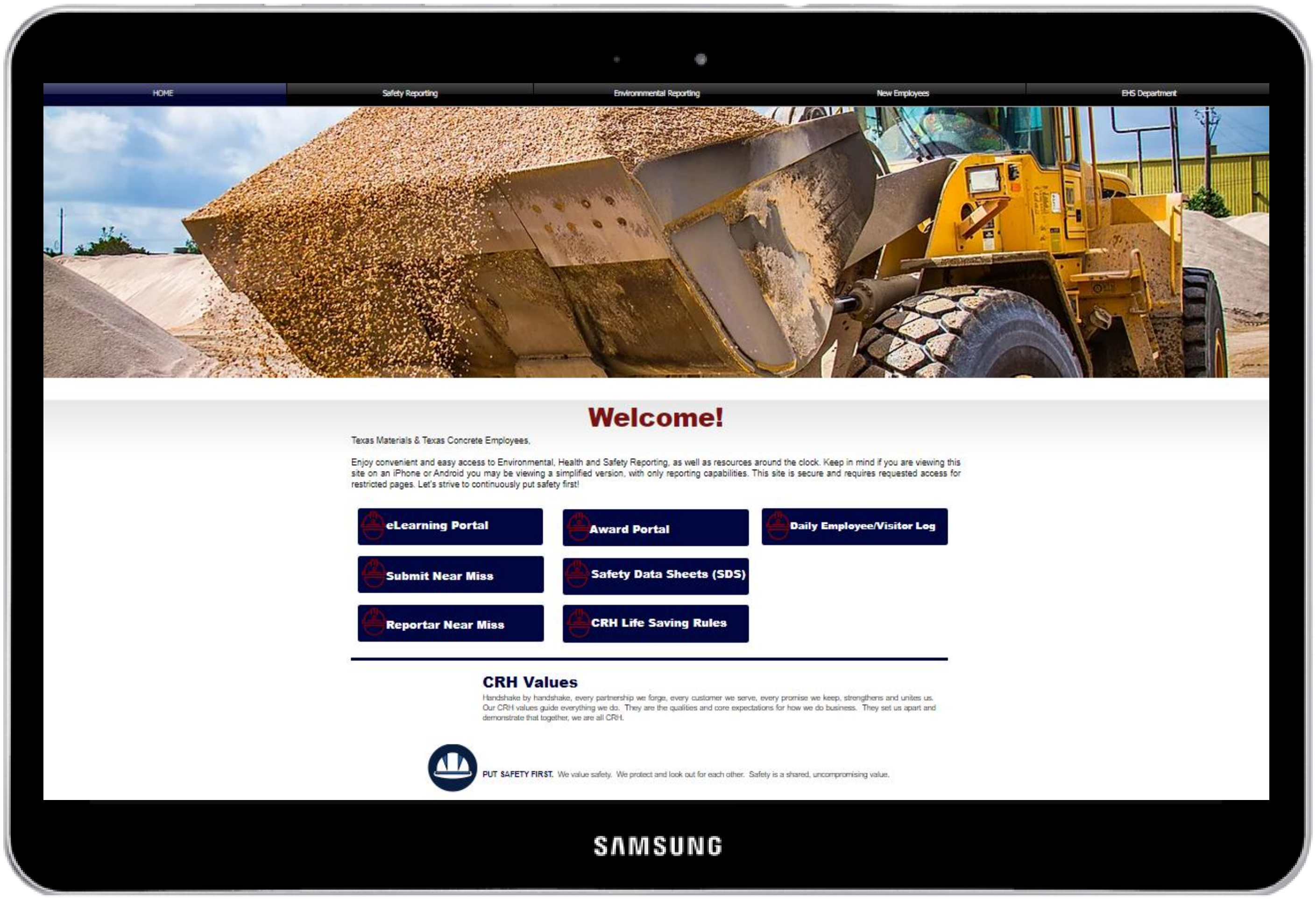
7. Verify with HR and IT that each employee has the appropriate Learning Profile setup (only for employees who cannot login)
    - Send to Chris Norcross email, employee number, and employee on spread sheet to get the same password for multiple employees set up (create password you want to use).
    - Contact the IT Help Desk to get a reset password, if account does not work (password is randomly generated).
    - Create a security question that has the same response for all. Example: What is your favorite movie quote? "May the force be with you".

8. Change passwords with AMAT IT Support to something manageable.
9. Develop your training schedule with EHS Representative.

18. Assign the trainings as needed. You can assign them all at once at the beginning of the year, if necessary. (best practice is to assign training sessions quarterly based anticipated work schedule and weather forecast.)

10. An internet connection or Wi-Fi will need to be present. Contact IT, if necessary.
11. Mentor can assist the new hire in setting up login when completing the LSRs and mentoring program.
12. Training Schedule developed
13. Employees will become inactive and not accessible by the supervisor whenever HR enters the termination information.
14. Provide instruction for logging in via internet, if using desktop computer.

Section 2: Home Page



The EHS Portal Home Page is accessible by all Texas Materials and Texas Concrete employees. Employees have open access to the following:

- The eLearning website – a link to Success Factors
- Award Portal – a link to the Spotlight on Safety website
- Daily Employee / Visitor Log for Contact Tracing
- Near Miss or Potential Hazard Reporting Forms – Available in English or Spanish
- Safety Data Sheets (SDS) Library by Work Site and a link to the Eviance website (formally Actio)
- CRH Life Saving Rules Definitions

Award Portal

2.1 Spotlight on Safety Program Website

We're shining a spotlight on safe behaviors! We are grateful for all you do to make Texas Materials and Texas Concrete a safer place to work!

What Is It?

The Spotlight on Safety website is our recognition program for hourly employees practicing safe behaviors. Employees have opportunities to earn points to "purchase" merchandise from the Spotlight on the Safety website. Some of the opportunities that are available to employees to earn points are: taking on-line quizzes reviewing information from Weekly Safety Topics and a quarterly quiz reviewing a Safety Topic included in our Quarterly Home Mailers. Employees earn points for attending safety training classes and completing eLearning. Employees are encouraged to submit Near Miss or Potential Hazard reports to share incidents they see on the job, so we award points for those submissions. There are opportunities for groups to be awarded for their facility audit scores. Supervisors have "On the Spot" point cards so they can recognize employees for displaying safe behaviors in the field. Employees on our Safety Committees are eligible to earn points after serving a 12-month term.

How Does It Work?

Employee's accounts are activated on the Spotlight on Safety website approximately 45 to 60 days after hired. Once the account is activated, employees can use the EHS portal to access the Spotlight on Safety website to view their points earned, take quizzes and "spend" points on great merchandise. The User ID is the 6-digit Employee ID and the temporary password is "spotlight". Employees will have to create a new personalized password on their first log-on. Ensure that employee's keep their contact information updated on the website so they can be contacted for questions about orders and receive updates from the website.

Frequently Asked Questions

Q: When will the points be awarded?
A: Points will be credited to your online account on a monthly basis and posted by the 20th of the month following the individual or department achievement.
Q: When can I redeem for an award item?
A: As soon as you have enough points in your account
Q: Can I purchase additional points or give my points away?
A: No
Q: If I am no longer employed at the company, can I still redeem my points?
A: No, this program is only intended for current employees of Texas Materials/Texas Concrete

Thanks for helping us make *Safety our Family Business*!

In the Spotlight

2.2 Safety Data Sheets (SDS)

What Is It?

The OSHAs Hazard Communication Standard (HCS) requires chemical manufacturers, distributors or importers to provide Safety Data Sheets (SDSs) (formerly known as Material Safety Data Sheet or MSDS) to communicate the hazards of hazardous chemical products.

The first requirement from OSHA for workplace SDS compliance is that the electronic SDS information have availability and accessibility and is included in our Hazard Communication Plan. The second requirement for site SDS compliance is that employees can access to hard copies of SDSs, if requested. This does not mean that you're required to have a printed copy of the SDS in a binder. Rather, it means that employees have the ability to find and print an SDS. The third criterion for OSHA SDS compliance is the existence of a backup system in case of emergency. OSHA defines emergencies specifically and they involve inspection procedures for the Hazard Communication Standard.

The fact is that an electronic SDS database makes it easier for our company to comply with OSHA's directives. It allows every employee to search for a Safety Data Sheet (SDS) that is indexed in a variety of ways (Product Name, Manufacturer, CAS Number, Part Number, Wildcard Searches, etc.). An SDS can also be linked directly to a chemical inventory database, so a person that needs information such as the hazards, proper handling and emergency response information can easily find it and print the SDS, if desired. We have done this by creating an SDS Library on the EHS Portal by work location.

How Does It Work?

All sites are still required to maintain a chemical inventory list and be prepared to submit it as requested. This will aid the EHS department during audits on our SDS system.   **There is 2 ways to access Safety Data Sheets:**

- Employees can access their work location folder to review the chemical inventory list and copies of SDSs for chemicals on the list.
- Employees can access the Eviance CRH SDS system (formally Actio) via the EHS Portal home page or by going to (https://ww1.actiocms.com/). The system requires employees to login using a shared username and password, (**Username: materials, Password: oldcastle**). Once logged in, employees can use multiple filters to search for SDSs and create labels for chemicals they are working with.

Frequently Asked Questions

Q: Who manages the EHS Portal SDS Library and Eviance SDS System?

A: The EHS department manages and updates the EHS Portal SDS Library and has an admin account with CRH to upload SDSs into the Eviance system. The EHS department relies heavily on each plant for maintaining an up-to-date chemical inventory list that is required to be audited annually. All new chemicals should be reported to the EHS department upon purchase and receipt. This can be done by emailing the new SDS to EHS@texasmaterials.com. Or the name, manufacturer, brand name, item #, product ID or bar code. A photo can be submitted to help us identify the product and request the SDS. This helps ensure the EHS Portal SDS Library and Eviance website are kept up-to-date.

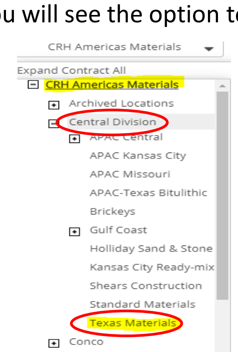
Q: How do I get a label?

A: On the Eviance website, search for the chemical, once you locate the chemical under 'Action' you will see the option to create a label.

Q: What is the best way to search for chemicals in the SDS system?

A: The EHS department recommends you search for chemicals under 'CRH Americas Materials' first. If your search pulls up hundreds of items, then limit your search to 'Texas Materials'.

Please Note: Texas Materials is still listed under the Central Division in the Eviance system.



2.3 Life Saving Rules

What Is It?

CRH has established 14 Life Saving Rules (LSR). In this section, you can find the guidelines for each Life Saving Rules. There is a legend for each Specific LSR Requirement at the end of the last page.

Risk Assessment	Underground and Overhead Utility Dangers
Equipment Safety	Use of Personal Protective Equipment (PPE)
Isolation of Operating Machinery and Electrical Safety	Safety of Materials Under Pressure
Machinery Guarding	Blasting Operations
Confined Space Entry	Work Zone Safety
Working at Heights	Employee Engagement
Lifting Operations	Contractor Safety Management

History of Life Saving Rules

In 2009, CRH reviewed all the accident statistics and found that while our injury rate was declining, the rate of fatalities was not.

CRH developed a strategic plan to eliminate fatalities, called the Fundamentals of Fatality Elimination. There were originally 11 FFEs then CRH North America added 3 more bringing the total to 14 areas of focus.

In 2019, the Fundamentals for Fatality Elimination (FFEs) became the CRH Life Saving Rules (LSRs). In doing so, we joined our colleagues in CRH Europe and Canada who used the naming convention “CRH Life Saving Rules” to reference their fundamental safety rules for quite some time. While the way we describe them is changing, materially they remain the same and continue to focus on creating the safest environment for our people across our operations in achieving zero harm.

Fundamentals for Fatality Elimination (FEE) to Life Saving Rules (LSR)

We’re still in the process of changing some of our documents and materials from Fundamentals for Fatality Elimination (FFEs) to Life Saving Rules (LSRs), so you’ll still see both. Rules 1-13 are essentially the same. The 5S Workplace Organization & Standardization practices is now integrated into the CRH Life Saving Rules within the rule for Employee Engagement. A new rule has been added, Contractor Safety Management. The goal is that through these practices we can ensure our employees go home to their families every day.

The Life Saving Rules poster is available for review on the EHS Portal home page.

If you have ANY questions

about ANY of the Life Saving Rules

or how to do your job SAFELY

PLEASE ASK

2.4 e-Learning

What Is It?

Success Factors contains hundreds of Environmental Health and Safety training sessions. CRH has placed not only internally built training sessions but some of the trainings has been purchased from a company named Convergence. All of these training sessions are available in English and Spanish for your employees in order to maintain compliance.

It is important that we have a signature from each employee that attends/participates in training sessions. The signature can be “electronic” or on paper. If the signatures are collected on a paper roster, it needs to be uploaded and submitted with the electronic roster via the EHS Portal.

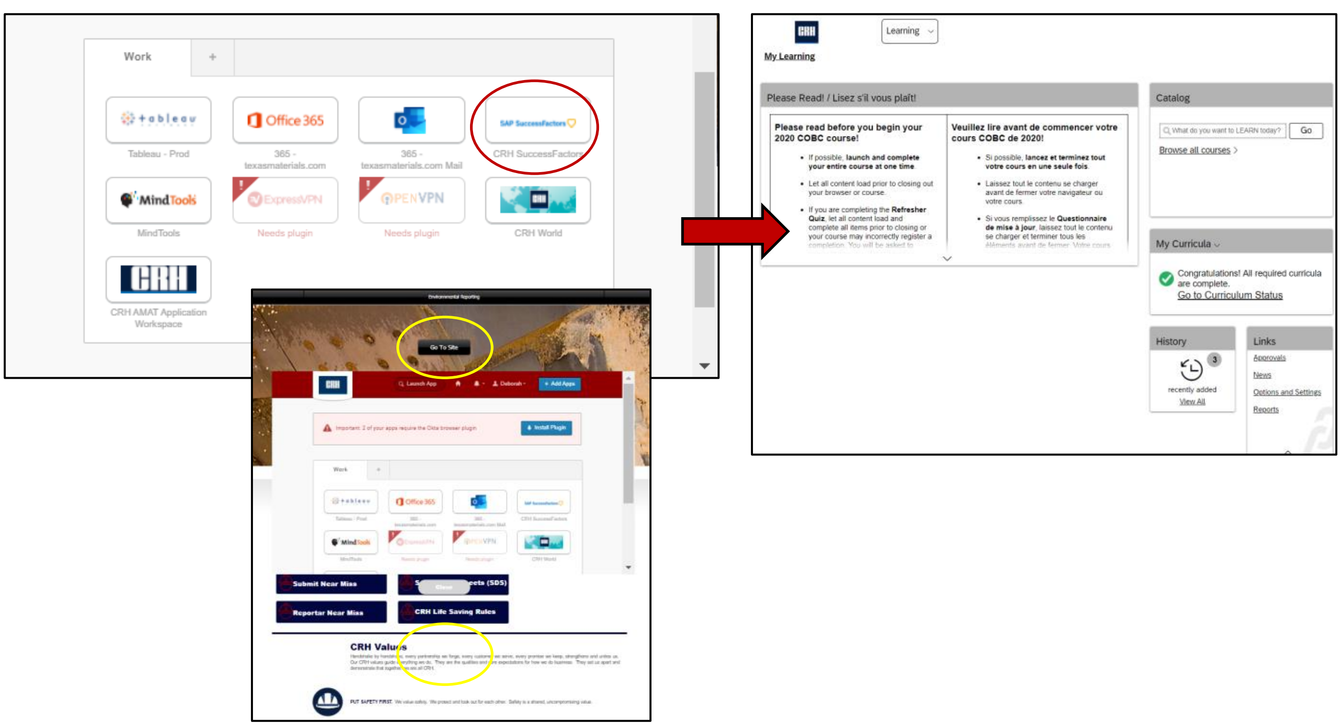
The electronic roster will load into an excel spreadsheet so that training can be uploaded into Success Factors for compliance record keeping and Spotlight points can be issued.

There are 2 ways an employee can use the e-Learning.

1. The training sessions can be utilized on a laptop and projected onto a screen so a group of employees can view the training session at the same time. The supervisor can use a tablet to access the Safety Training Roster on the EHS portal to type in employee’s name and employee ID, collected by having the employees completing a paper roster. The paper roster will need to be uploaded on the EHS roster with the electronic roster is submitted. The 2nd method is to have a tablet that can be passed around so each employee can type in their information on the roster, i.e. full name, employee ID and electronic signature.
2. If training tablets are available then employees will be able to log in on their own and take training sessions that have been assigned to them by the supervisor or otherwise available on Success Factors.

https://oldcastle.okta.com/

How Does It Work?



Submit Near Miss | Reportar Near Miss

2.5 Near Miss or Potential Hazard Reporting

What is it?

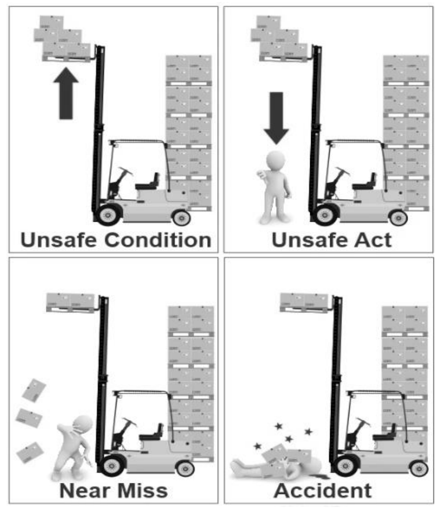
The near miss or potential hazard reporting form allows employees to submit information about an incident or situation that occurred so it can be tracked for trends and shared with management and co-workers to prevent it from happening in the future. The QUALITY of the near miss or potential hazard reporting form is important so take the time to clearly state the near miss or potential hazard information and what action did you take and why.

The near miss or potential hazard reporting form was created to be user-friendly format, direct submission to the EHS department and ensures the consistency necessary for tracking and reporting.

A DEFINITION OF A NEAR MISS or POTENTIAL HAZARD:

A **near miss** is an incident that happened where no property is damaged and no personal injury is sustained, but where – given a slight shift in time or position – damage and/or injury easily could have occurred.

A **potential hazard** is when an employee recognizes a condition or situation that has the potential to cause an incident but did not cause one due to corrective action and/or timely intervention by the employee.



How to use?

- The near miss or potential hazard reporting form is an electronic document that you can use on a computer, tablet or smart phone.
- The link is available on the EHS portal home page in both English and Spanish.
- Open the form and complete the information about yourself and the incident including corrective actions taken.
- Submit the form directly to the EHS department for review.
- Participants of the Spotlight on Safety program will receive 500 points for each submission.

Frequently Asked Questions

Q: How often can an employee submit a Near Miss or Potential Hazard form?

A: The Near Miss or Potential Hazard forms should be submitted whenever an incident occurs, no matter how small it may seem at the time. The report will help the EHS team and management address issues before they becomes serious and cause an injury or cause environmental or property damage. It's also important that this information is submitted the same day the incident happens.

Q: Is it important for employees to include as much information regarding the incident as possible?

A: Employees should include as much "quality" information as possible, so we understand the severity of incident.

Q: Should employees share the incident information with their supervisors/foreperson?

A: Yes. It's important that employees share this information with their supervisor/foreperson as soon as possible so the work task can be re-evaluated and changes made as soon as possible to eliminate the hazard.

Q: How long does it take for employees to receive the Spotlight points after submitting the Near Miss or Potential Hazard?

A: Points for the submission will normally be issued within 5 working days from submission.

Q: Are employees automatically included in the Near Miss or Potential Hazard Quarterly Contest?

A: Yes. All Near Miss or Potential Hazard submissions are included in the quarterly contest.

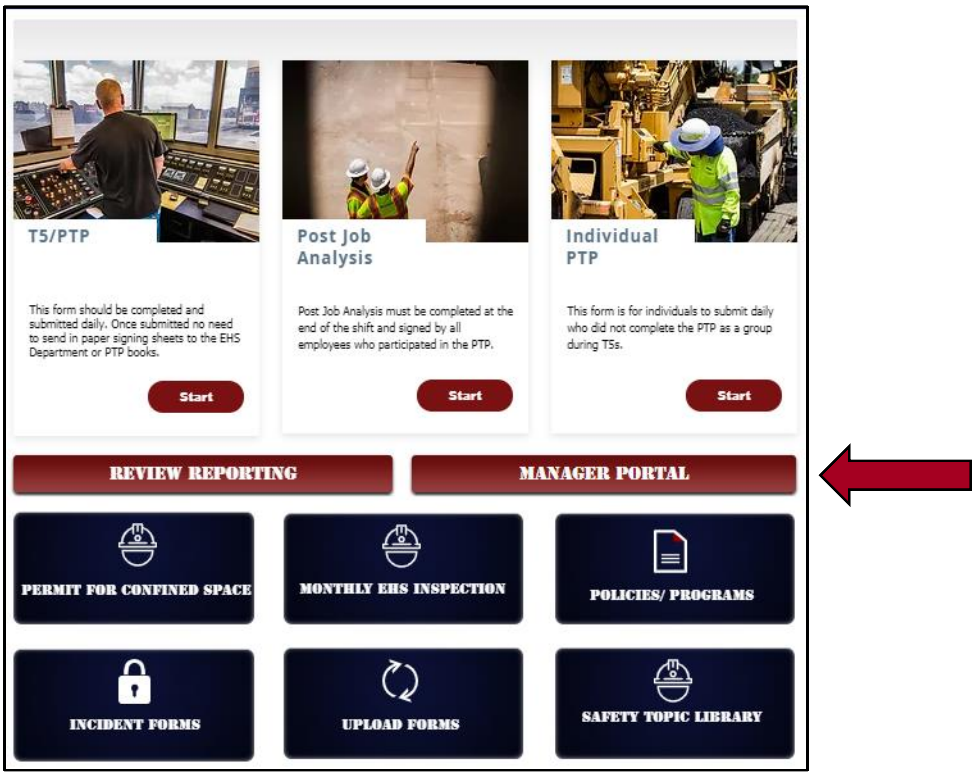
2.6 Edit Request Form

What is it?

The Edit Request Form must be used to request a change or deletion made to a previously submitted document. We feel it's important that a tracking system is used when we are asked to make changes, corrections or deletions to all submitted documents. We can discuss changes, corrections or deletions on the phone or in person but a request of this type will not be made until the Edit Request Form is submitted by management, supervisor or lead person.

How to use?

- The Edit Request Form can be found in the Safety Reporting page under the Manager Portal button.
- The Line of Business (LOB) Management team has access to the Manager Portal along with other managers/supervisors that the LOB Manager has requested access for.
- The Edit Request Form will enable you to tell us what document needs a change, correction or deletion and why.
- Once the form is completed and submitted – we will process the request.
- The submitter will receive an email once the request has been processed.



2.7 Site Permission Request Form

What is it?

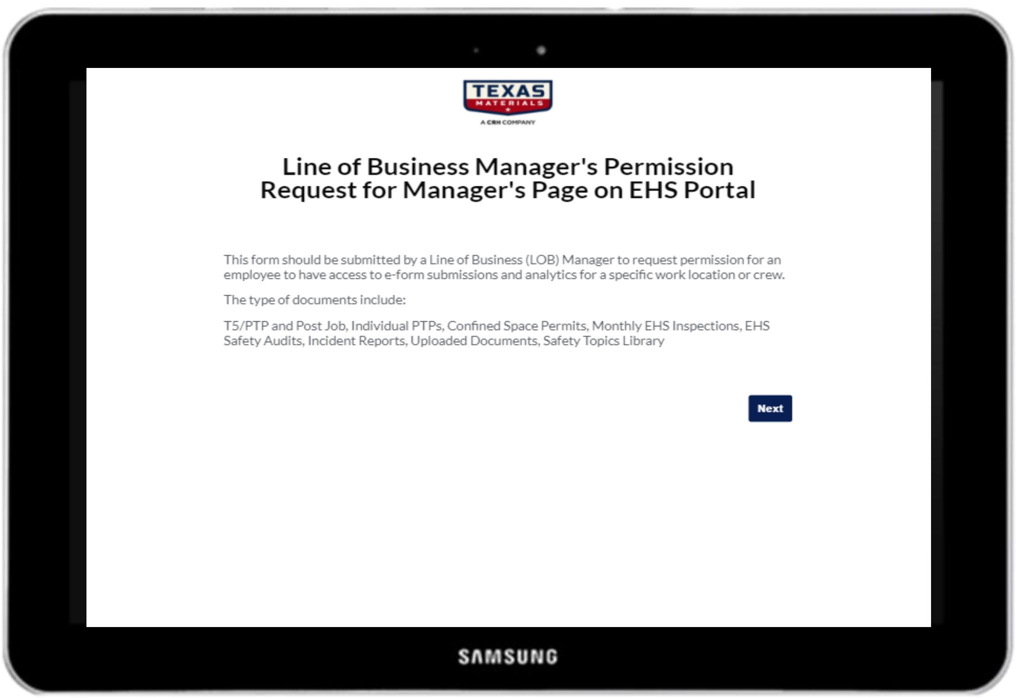
This page is available for management to assign a login for a non-management employee (i.e. Plant Operator) to view the manager pages. The manager pages will have access to Safety and Environmental site audits, previously submitted PTP and T5 notes, etc. We feel that each Line of Business manager should be able to provide access to their business data as needed.

How to use?

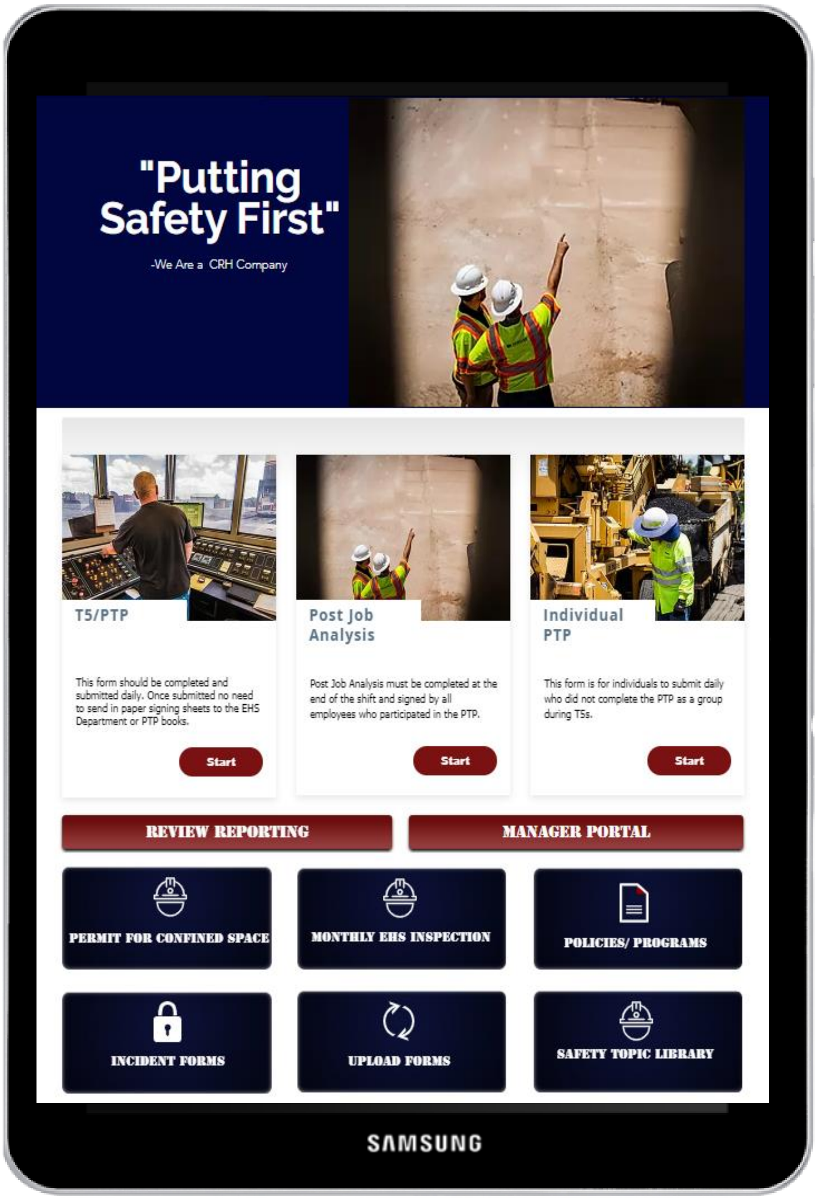
This form should be submitted by the Line of Business manager to approve access for non-management employees to view the manager's pages.

- Complete the information on the form and submit.

The EHS department will review and approve the request. An email will be sent to the Line of Business manager and the non-management employee when the request has been processed.



Section 3: Safety Reporting



3.1 Review Reporting

What is it?

The Review Reporting allows supervisors and managers to access reports and analytics from documents submitted by their workforce. These documents include, but are not limited to, T5/PTP forms, Individuals PTPs, and Facility Audits (past 2 years plus current, if available).

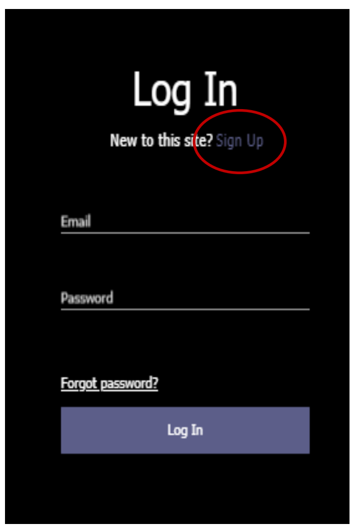
The analytics will show charts and diagrams for specific information/data collected from the submitted documents. The supervisor/manager will have the ability to sort the data in a spreadsheet or view the analytics page and choose the types of charts and diagrams are preferred.

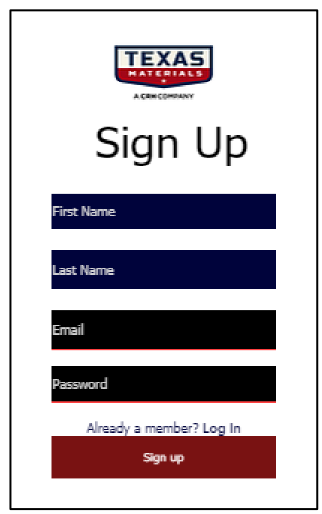
If you have a questions regarding any of the information under a Facility button, please email your question to EHS@texasmaterials.com and you will be contacted within 24 hours by a EHS Representative.

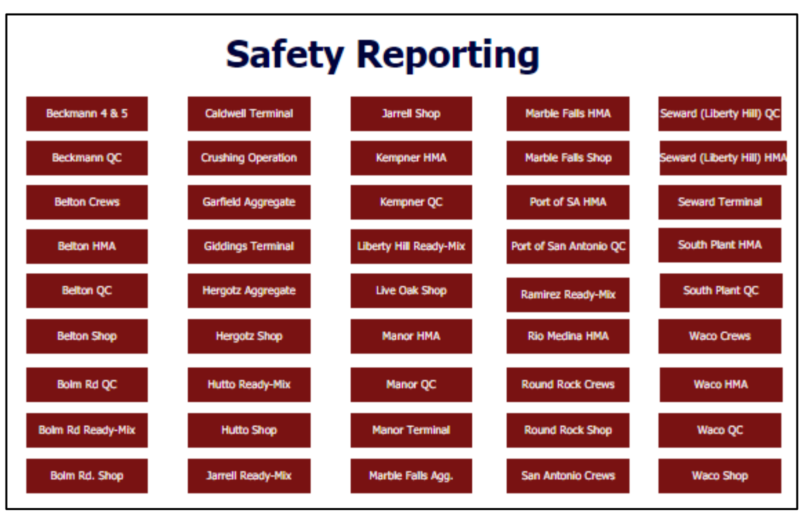
How to use?

You will need to sign up on your first visit to SAFETY REPORTING page. You will see this log in window. You will need to click on the **BLUE "Sign Up"** at the top under the words "Log In".

The EHS department will review and approve each employee's request for access.
The employee will receive a notification email when approved.







3.2 Manager Portal

What is it?

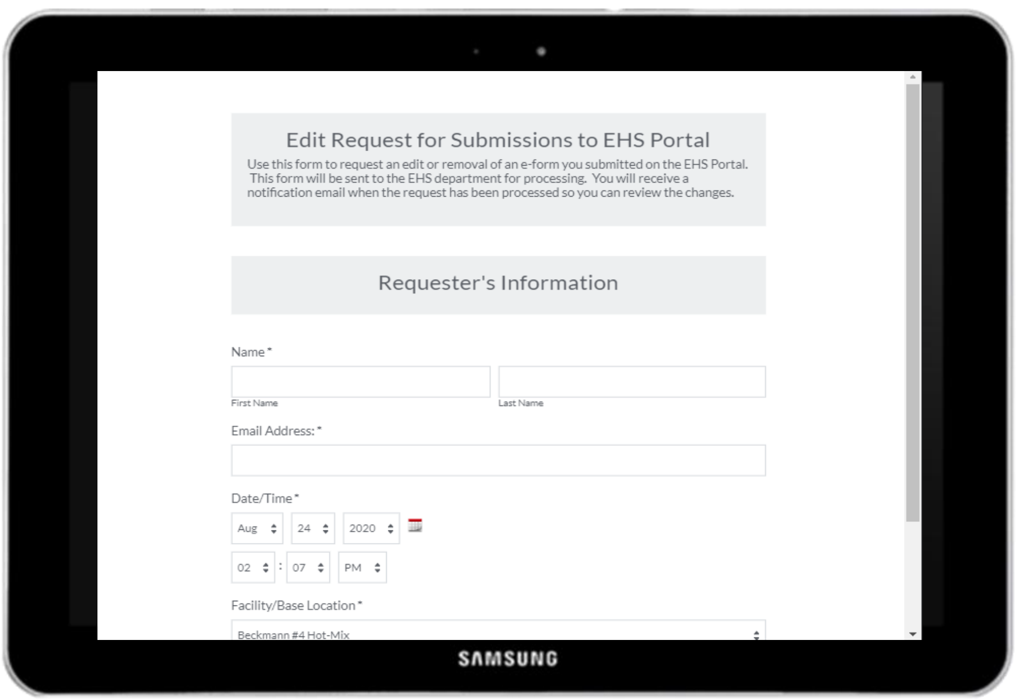
The Manager Portal is where a Line of Business (LOB) manager can view accident forms, request permission for access to non-management, uploaded forms. Each LOB manager must submit a permission form for other management staff to have access to the Manager Portal.

How to use?

Click on the Manager Reports button and choose the reports that you want to view. Each manager will be assigned the information for their area of business.

If you see an error, please complete the EDIT REQUEST FORM to notify the EHS department of any corrections that need to be made.

If you have any questions regarding the information for your area, please contact the EHS department at EHS@texasmaterials.com.



3.3 T-5/Pre-Task Planning

What is it?

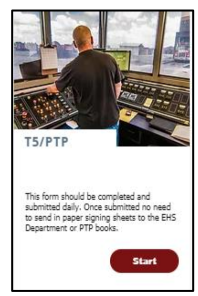
The **T-5 portion of the meeting** is a 5-minute safety talk which can include various safety topics that are beneficial information for the crew/team. The EHS department emails a Weekly Safety Topic every Monday that can be used as T-5 topic. The supervisor/foreperson is responsible for selecting and sourcing safety topics for every pre-shift meeting. There are other resources available on the EHS Portal in the Safety Topic Library. If you use another resource as the safety topic, a copy of it must be uploaded before the T-5/PTP is submitted.

The **Pre-Task Planning (PTP) portion of the meeting** occurs at the start of each day, prior to beginning any work, as well as any time the scope of work changes. The PTP helps everyone involved to get on the same page before the day gets underway. The PTP process promotes crew members, temporary and contractor employees to identify and document the potential hazards, as well as controls, to minimize the associated risks. As work progresses, employees are required to report any change in the scope of work that may create unforeseen or unidentified hazards. At that time, the crew gathers to reassess, completing the process again to reflect the new scope of work. The team then modifies the work plan to try to eliminate hazards or means are discussed by which the hazards can be avoided, possibly through guards or the use of personal protective equipment.
After the PTP is completed, everyone involved will understand the plan for work, have identified the hazards, mitigated the associated risks, ensured all permits, certifications and training is up-to-date and evaluated the material and equipment needs.
Since tasks will vary in duration, it is possible for a team to have only one pre-task planning meeting on one day but to have four or five such meetings on another day.

A **Post Job Analysis** is required at the end of the shift. See 3.4 for information regarding the Post Job Analysis.

How to use?

Supervisors and forepersons are required to complete the T-5/PTP via the EHS Portal before every shift.



- The **T-5 Safety Topic** resource can be entered or uploaded before or after the T-5 talk but must be completed before submitting the T-5 alone or T-5/PTP together.
- Supervisors/forepersons should ensure that all employees, temporary employees and contractors involved with the work/tasks on the job site today are present for the T-5 and PTP meeting.
- The **Pre-Task Panning (PTP)** meetings are held immediately prior to performing a specific task or job. The job tasks/shift duties will be reviewed with the crew. The Pre-Task Planning (PTP) requires a review of all hazards (potential or known), equipment, tools, PPE, training and certifications required before the work begins.
- Each crew member involved with the job task or shift duties will “sign” both the T-5 Talk and Post Job Analysis before submission. Employees “sign” the T-5/PTP by entering their name and their Employee IDs (John Smith, XXXXXX, Jane Thomas, XXXXXX, etc.).
- If any changes occur from safe work practices or procedures during the shift, immediately stop the work and re-evaluate the hazards before proceeding.
- A **Post Job Analysis** must be submitted at the end of the crew’s job task or shift.

Frequently Asked Questions

Q: Should I enter the names of temporary employees and/or contractor employees for the T-5 and PTP?
A: Yes. Enter the name and type of worker (John Smith, Temp or Jane Thomas, Contractor).
Q: Can I use my own notes to conduct a T-5 Safety Talk?
A: Yes. Just take a photo of the note sheet and upload before submitting the T-5.

3.4 Post Job Analysis

What is it?

The Post Job Analysis is completed at the end of the shift or task to gather information regarding any injuries/incidents that occurred during the shift. It is also to document any issues or problems that may have occurred while performing the job tasks.

How to use?

Supervisors and forepersons are required to complete the Post Job Analysis via the EHS Portal at the end of every shift or job task.

The supervisor or foreperson will be prompted to answer 3 questions regarding the shift.

- Was anyone injured or did an unplanned event occur? If so, please explain.
- If an injury occurred, was the injury reported to appropriate management and the EHS department?
- Was there a problem with today's work assignment? If so, please explain.

The supervisor or foreperson will be required to sign off on the answers to these questions, before submitting the Post Job Analysis.

Frequently Asked Questions

Q: What should a supervisor do if he or she forgets to submit a Post Job Analysis at the end of the shift?

A: The supervisor can enter the missed date that the Post Job Analysis and it can be submitted the next day with the understanding that the system will digitally post the time it is submitted.

Q:

This is an example of the email sent to the person that submits the T-5 meeting information.

[EXT] TEST - Near Miss / Hazardous Condition Reporting Form

ED EHS Department <noreply+5b6db630340ce69a@formstack.c

To Avery, Deborah (Texas Materials)

Reply | Reply All | Forward | ...

Thu 10/22/2020 10:09 AM

3337458_FormZmEbAo.pdf 7 KB

Thank you for submitting your Near Miss / Hazardous Condition form. The information you submitted is in the attachment.

WHEN I ***SEE*** SOMETHING, I WILL ***STOP*** AND ***DO*** SOMETHING!

CAUTION: This email originated from outside of the organization. Do not click links or open attachments unless you are expecting this email and know the contents are safe. ATTENTION: Ce courriel vient de l'exterieur de l'entreprise. Ne cliquez pas sur les liens, et n'ouvrez pas les pièces jointes, à moins que vous ne connaissiez l'expéditeur du courriel et savez que le contenu est sécuritaire.

3.5 Individual Pre-Task Planning (PTP)

What is it?

The Individual PTP is for employees that work as a team but complete their job tasks by themselves, for example: Shop Mechanics and Plant Maintenance Mechanics.
The Pre-Task Planning (PTP) requires a review of all hazards and risks (potential or known), equipment, tools, PPE, training and certifications required before the work begins.
Since some tasks will vary in duration. It is possible for a team or individual to have only one pre-task planning form on one day but to have four or five forms on another day.

How to use?

- The employee accesses the Individual PTP via the EHS Portal.
- The employee completes information about themselves and the job task they are going to work on.
- The employee chooses from a list of potential hazards that match the job task and answers the questions to ensure they are prepared to start the job task and have the necessary equipment, tools, PPE and training required to complete the job task.

Frequently Asked Questions

Q: If the employee is going to have another employee assist them with a job task, can an Individual PTP be used?

A: Yes. If the team/crew completed the T-5 as a group and then all begin to work on their respective job tasks alone or 2 employees work on a task together, there is a place to enter the 2^{nd} employee's name of the Individual PTP.

3.6 Confined Space Entry Permit

What is it?

The Confined Space Entry Permit is the most essential tool for assuring safety during entry in confined spaces with known hazards or with unknown or potentially hazardous atmospheres. The entry permit process guides the supervisor and workers through a systematic evaluation of the space to be entered. The permit should be used to establish appropriate conditions. Before each entry into a confined space, an entry permit will be completed by the supervisor. The supervisor will then communicate the contents of the permit to all employees involved in the operation and submit the permit on the EHS Portal. A confined space entry permit shall be submitted for all confined space entries.

A DEFINITION OF A CONFINED SPACE:

A confined space consists of a space that contains all of the following characteristics:

- Is large enough and so configured that an employee can bodily enter and perform assigned work;
- Has limited or restricted means for entry or exit;
- Is not designed for continuous employee occupancy.
- Contains or has a potential to contain a hazardous atmosphere;
- Contains a material that has the potential for engulfing an entrant;
- Has an internal configuration such that an entrant could be trapped or asphyxiated by inwardly converging walls or by a floor which slopes downward and tapers to a smaller cross-section; or
- Contains any other recognized serious safety or health hazard

How to use?

The confined space form is an electronic document that you can use on a computer, tablet or cell phone.

Frequently Asked Questions

Q: What if it is "not" a permit required confined space?

A: Texas Materials and Texas Concrete policy states: "All spaces that meet the description of a confined space will be treated as a permit-required confined space."

Q: Can the attendant perform other duties while he or she is an attendant?

A: No. The attendant performs no duties that might interfere with their primary duty to monitor and protect the safety of the authorized entrants. They must be able to summon rescue and other emergency services if necessary, at all times.

Q: Can another employee be an authorized entrant?

A: Yes. As long as they are on the permit as an "authorized entrant" If they are not, the supervisor must add them or create a whole new permit.

Q: Do contractors have to fill out the permit?

A: Yes. Contractors have to follow all rules and regulations.

Q: What are examples of confined spaces?

Bins	Crushers	Drums
Hoppers	Sumps	Shakers
Feeders	Bag Houses	Silos
Silos	Transfer Boxes	Drags

3.7 Monthly EHS Inspections

What is it?

The monthly EHS inspections include the following inspections:

- SPCC & SWPP Inspection
- Fire Extinguisher Inspection
- Ladder Inspection
- Harnesses & Lanyards Inspection
- Eyewash Station Inspection
- Fixed Air Compressor Inspection

These inspections should be conducted by the Plant Operator or other competent plant employee. These inspections are required by OSHA, TCEQ and CRH. The management staff has access to the results of these monthly inspections under the Environmental page of the EHS Portal.

The SWPPP & SPCC Monthly Inspection is required by facility Storm Water Plan and SPCC regulations. This inspection will require a pollution prevention team member to walk the site and document any discrepancies. This evaluation requires inspection of material handling and storage areas and other potential sources of pollution for evidence of actual or potential pollutant discharges.

The Safety Monthly Inspections are required by regulatory entities and/or CRH. This inspection will also help update the safety inventory for all fire extinguishers, harnesses, lanyards, fixed air compressors, ladders and eyewash stations.

How to use?

You will have to request a log-in before using this section of the EHS Portal.

The plant employee can access the monthly inspections via the EHS Portal – Safety Reporting tab.

The inspection form has the capability to be saved and continued at a later time, if necessary.

You will need to indicate the number of fire extinguisher(s) (up to 20) that will be inspected at the work site. Next, you will need to indicate the number of ladder(s) (up to 10) that will be inspected at the work site. Harness and Lanyards (up to 10). Fixed Air Compressor(s) (up to 3).

You will be required to answer all of the inspection questions for each item and will notified if an item should be tagged for repair or removal based on the answers checked.

Frequently Asked Questions

Q: What if our work site has more fire extinguishers or ladders then what is available to choose on the inspection form?

A: If you require an adjustment to allow for additional items, please send an email to EHS@texasmaterials.com or supervisors can submit a EDIT REQUEST FORM to increase the available slots on the inspection form.

3.8 Policies and Programs

What is it?

Strong and effective environmental, health and safety (EHS) written policies and programs are the foundation for a successful and sustainable EHS program.

The EHS Portal has 11 icons that pertain to EHS Policies and Programs.

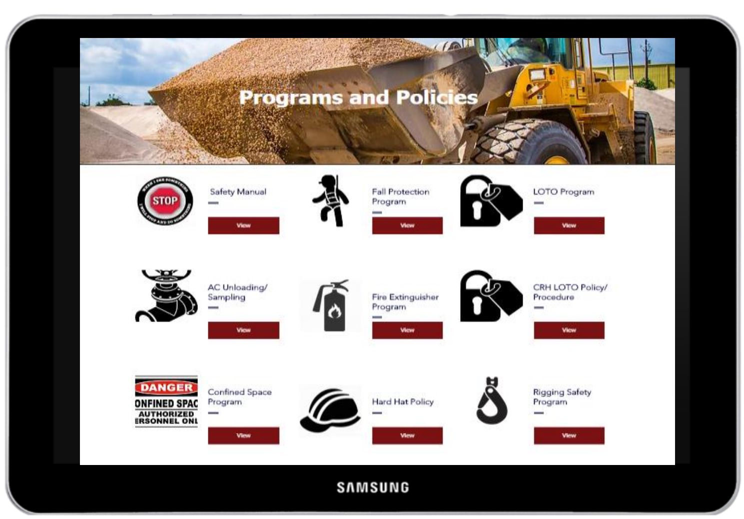
1. Safety Manual
2. AC Unloading / Sampling
3. Confined Space Program
4. Eye Protection Policy
5. Fall Protection Program
6. Fire Extinguisher Program
7. Hard Hat Policy
8. Hazard Communication Program
9. Lock-out / Tag-out (LOTO) Program
10. CRH LOTO Policy and Procedures
11. Rigging Safety Program

How to use?

- All employees can access the Safety Policies and Programs via the EHS Portal. https://www.tmehsportal.com/

Frequently Asked Questions

Q: Do I have to login to access the Programs and Policies?
A: No, all employees have access to the Programs and Policies on the EHS Portal home page.
Q: Are the Programs and Policies the most current?
A: Yes, these are reviewed at least once a year by the EHS department.
Q: Are these all the policies we have?
A: No, we are still building the library and you will also have plant specific policies that are not in the portal.



3.9 Incident and Accident Forms

What is it?

An incident or accident report form is a tool used to document any event that may or may not have caused personal injury or illness, property damage, a vehicle accident or yellow iron/equipment incident. Company policy requires these reports are submitted on the same shift or within 24 hours of the incident.

The EHS Portal has five (3) Incident Reporting Forms available on-line.

1. **Employee Injury or Illness**
2. **Vehicle Accident**
3. **General Liability (Accident/Non-Auto, Property Damage & Yellow Iron)**

There is also a **Subcontractor Warning Notice** that should be used to report violations, unsafe acts or conditions that subcontractors are witnessed doing while at our work sites and job sites.

Proper incident reporting is important in identifying and understanding what caused the incident to prevent it from recurring and for gathering key details that are needed for insurance and regulatory purposes.

How to use?

- The supervisor/foreperson and employee access the Incident Form via the EHS Portal to record information about the employee involved, details about the incident and the investigation results.
- The employee and/or supervisor completes information about people involved and the incident details.
- The employee chooses from a list of potential hazards that match the job task and answers the questions to ensure they are prepared to start the job task and have the necessary equipment, tools, PPE and training required to complete the job task.

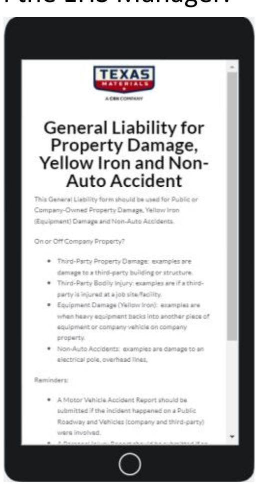
Frequently Asked Questions

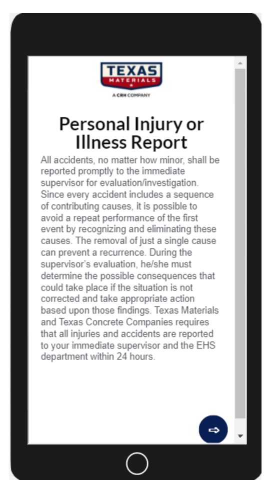
Q: Who will receive the Incident form when I submit it online?

A: The incident form will be accessible on-line by the entire EHS staff and a notification email will be sent to the EHS Manager and Coordinator.

Q: Can I add information to the Incident form after it's submitted?

A: Once the Incident form is submitted on the EHS portal, additional information should be emailed and/or discussed with the EHS Manager.





3.10 Uploading Forms

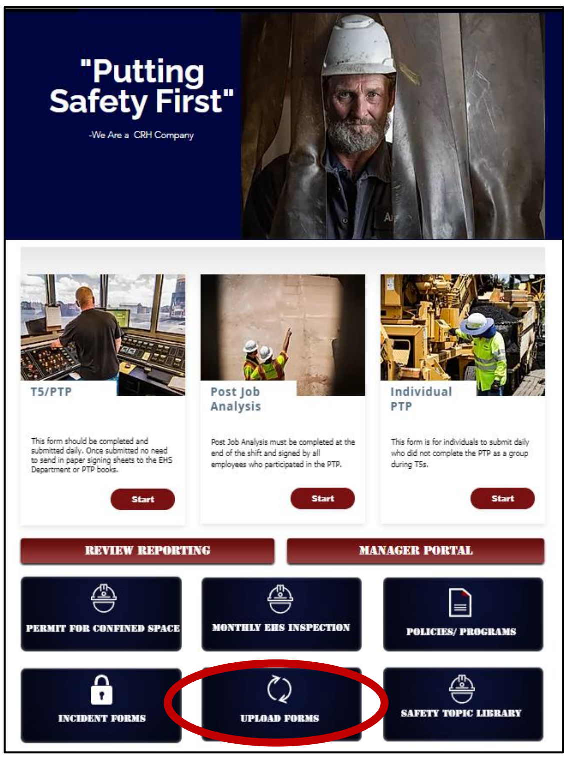
What is it?

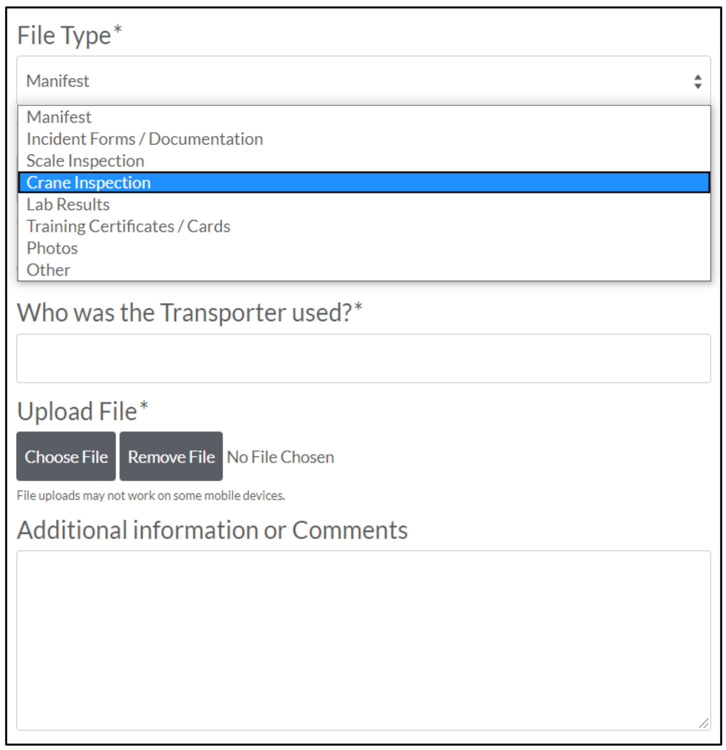
All employees have access to upload the on-boarding checklist, mentoring evaluation, manifest, incident forms, supporting documents for incidents, scale and crane inspection, lab request, photos, training certifications and cards. The documents will be stored in the EHS portal as an electronic form and will be added to applicable files on the portal.

The upload button is available on both the Safety Reporting and Environmental Reporting pages but they both filter into the same box.

How to use?

The form is a type of cover sheet that will allow the employee to tell us what form they are uploading to ensure it is placed in the correct file.
Complete the information on the e-form and use the UPLOAD button to upload the e-document or photo.





3.11 Safety Topics Library

What is it?

The Safety Topics Library is a collection of Safety Topics that can be used for daily T-5 talks. You are able to search by topic or browse the subject matter folders. You can use the Safety Topic as an electronic version or by printing a hard copy.

How to use?

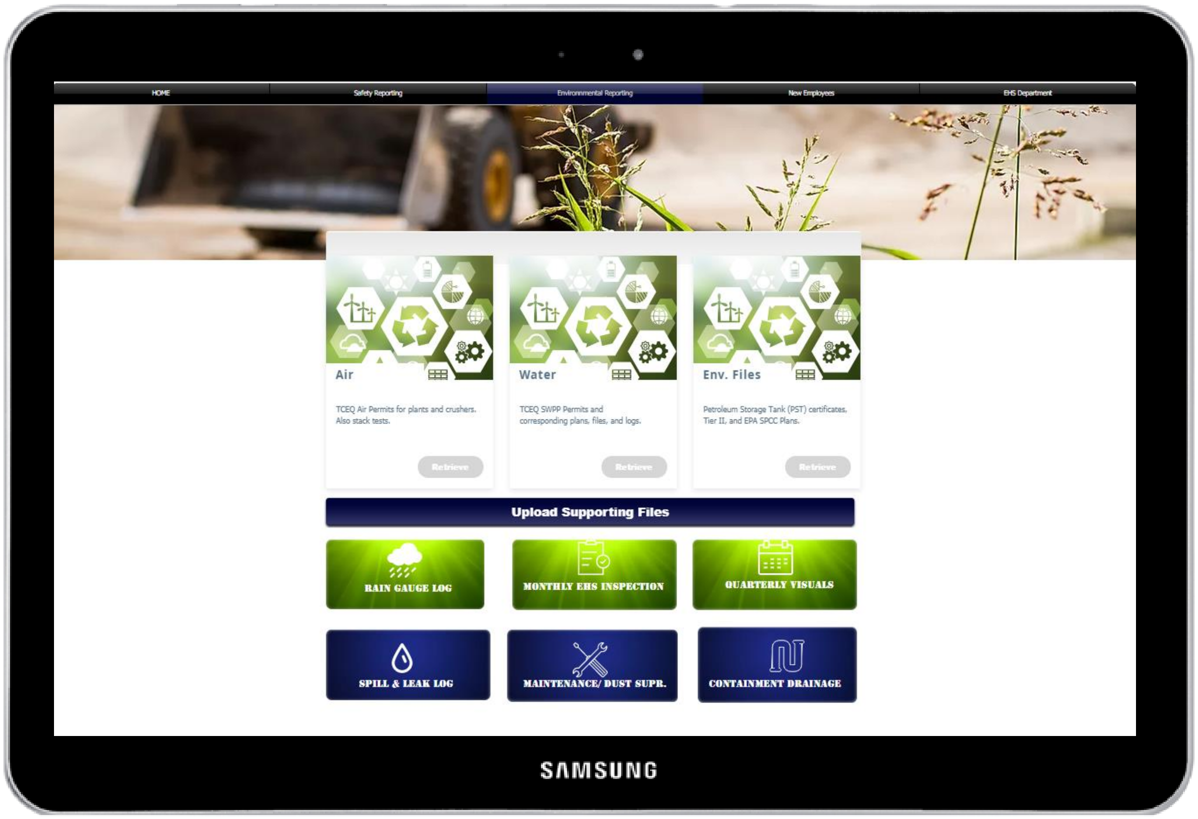
Every Safety Topic has a "code" at the top of the sheet which should be entered into the electronic T-5/PTP. The EHS team will use this "code" to access the information reviewed while the Safety Topic is presented to your crew/team for future reference.

Frequently Asked Questions

Q: Do I have to use a Safety Topic from the library for every T5/PTP meeting?

A: No. You have the option to use any topic you have access to. If you use personal notes or information from a different source, the page can be uploaded to the T5/PTP page and submitted so we have documentation regarding the information reviewed during the meeting.

Section 4: Environmental Reporting



4.1 Environmental Files

What is it?

All environmental files and plans are housed on the EHS portal. The files are secure and require permission to access each facility. The files are separated into three main sections. These sections are water, air, and other environmental files. The way the files are organized are to aid in third party inspections and allow plant operators to ultimately own there environmental recordkeeping.

How to use?

Every time an environmental form is submitted the form is automatically filed in the appropriate file to meet plan requirements. Also, all updated state and federal records are maintained on the portal and changes are made to these files remotely by a company environmentalist.

Frequently Asked Questions

Q. Who needs access to these files?
A. Plant operators, managers, and environmentalist only need to have access to report for facilities. Other designated employees may be requested to have access if need be.
Q. Why can't I access other facility files?
A. Permissions have been made for every location preventing just anyone to access other facility files. This has been done for auditing purposes. This allows a third-party auditor to have to be at the site they are auditing or contact the EHS department to gain access to records.

4.2 Rain Gauge Log

What is it?

This is a daily log of whether or not there was measurable rainfall at a facility. The reason that this information is taken is that it is used to help determine if enough rainfall occurred to cause a storm water discharge from the site on which a facility is located. It is also used at some facilities to help calculate the amount of rainfall captured for use and reuse at the location. That information is used in the annual CRH Sustainability Report. Each location that is required to have a storm water pollution prevention plan (SWPPP) is required to have rain gauge onsite to measure rainfall. It is suggested that the rain gauge be capable of measuring up to at least 5 inches of rainfall.

How to use?

The log is simple to use and the reporting is done online through the EHS Portal under the Environmental Reporting section. Follow the prompts in filling out the online form. Once the form has been filled out then you are done.

Frequently Asked Questions

Q. Do I have to fill out the log even if it has not rained in the last 24 hours?

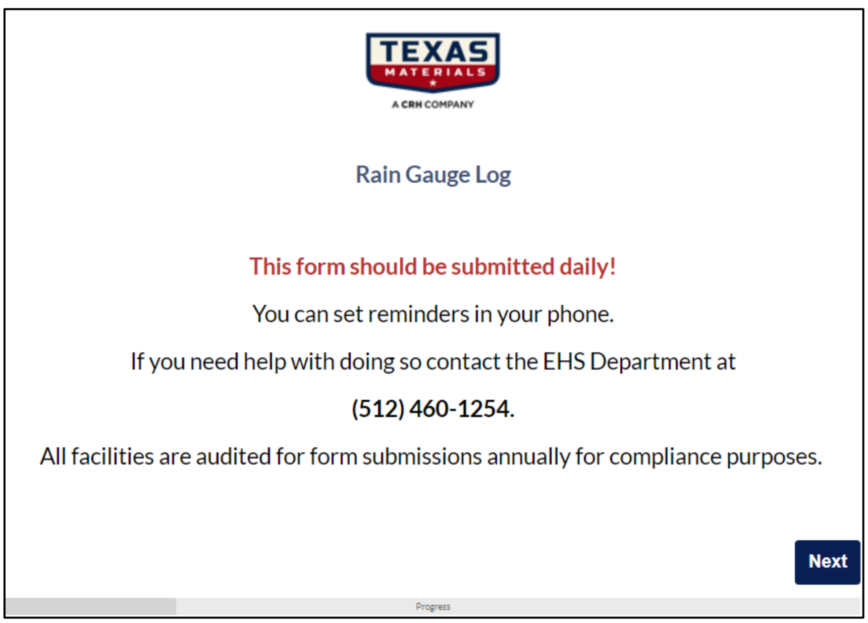
A. Yes. This way it shows the regulatory agency that we are actively monitoring for rainfall events.

Q. Can any type of rainfall gauge work?

A. Yes…as long as it can measure inches of rain to the nearest tenth of an inch.

Q. Where do I place the rain gauge?

A. Anywhere that is wide open to rainfall and that a person can easily get to in order to read the amount collected.



TEXAS MATERIALS

A CRH COMPANY

Rain Gauge Log

This form should be submitted daily!

You can set reminders in your phone.

If you need help with doing so contact the EHS Department at

(512) 460-1254.

All facilities are audited for form submissions annually for compliance purposes.

Next

Progress

4.3 Quarterly Visuals

What is it?

This is a visual examination of any storm water discharges that go off site. A site may have more than one discharge location and a visual is required for each named discharge point that is in the site's Stormwater Pollution Prevention Plan (**SWPPP**). The visual inspection of the water will include the discharge location/point, the color of the water and any noted odors associated with the water, debris in the discharge water, etc. A visual examination should be made each quarter and logged.

How to use?

As for rain fall measurement logs, there is a quarterly visual form on the EHS Portal under Environmental Reporting that is to be completed every quarter, preferably after a rain event (the EPA requires sampling to be conducted within 30 minutes of discharge).

Frequently Asked Questions

Q: What if there is no rain event that lead to discharge in a quarter. Do I still need to fill out a form online?
A: Yes. If no rain event occurs during the quarter, a form should still be submitted, noting that there was no discharge for the quarter.
Q: What if I can't get to the site within 30 minutes to take a water sample for a visual examination?
A: Many times, it is not possible to collect a sample within 30 minutes of a discharge so just take a visual as soon as possible.
Q: What if the discharge has stopped before I can get to the discharge point?
A: Go into the EHS Portal and under the quarterly visual; note on the form the reason that a visual exam was not possible.
Q: Do I have to send a water sample into anyone for the quarterly visual?
A: No.

Quarterly Visuals

- Stormwater: This form should be completed every quarter, preferably after a rain event (the EPA requires sampling to be conducted within 30 minutes of discharge). If no rain event occurs during the quarter, a form should still be submitted, noting that there were no rain events for the quarter.

- Air: Once a quarter observing plant emissions if applicable

4.4 Maintenance / Dust Log

What is it?

This is a log of maintenance and dust control at a plant site that is required to have either or both a Storm Water Plan and/or an Air Permit. This form helps to show that we are complying with our environmental permits/plans.

How to use?

Go to the Environmental Reporting section on the EHS Portal and fill out the Maintenance/Dust log form anytime that maintenance or dust control is performed at the site. Maintenance would include changing bags/filters in baghouses or dust collectors, tuning of dryer burners, replacing or upgrading of burners, covering of conveyors, cleaning containments, installing new dust control equipment, controlling dust on plant site roads with water or other dust control measures, etc.

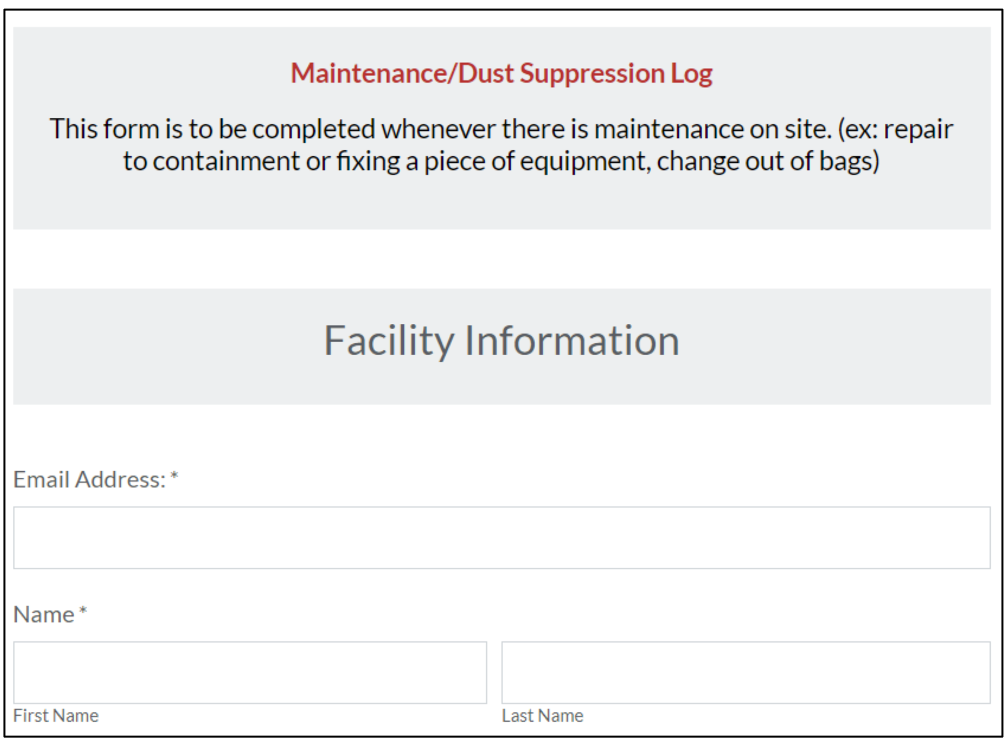
Frequently Asked Questions

Q: What if I am not sure what type of maintenance should be logged?

A: The best thing to do is to log any maintenance activity or dust control activity. This shows due diligence and is very valuable in showing compliance should questions arise from a regulatory agency.

Q: Should I log any maintenance on mobile equipment?

A: Generally, maintenance on mobile equipment such as tires, batteries, broken windshields, etc. are not something that would go on the log. Changing oils and lube activities would be good to log unless they are logged somewhere else.


Maintenance/Dust Suppression Log

This form is to be completed whenever there is maintenance on site. (ex: repair to containment or fixing a piece of equipment, change out of bags)

Facility Information

Email Address: *

Name *

First Name

Last Name

4.5 Spill Prevention Control & Countermeasure

What is it?

Containment structures, as pertinent to a site Spill Prevention Control and Countermeasures Plan (SPCC), are those devices that are used to contain spills and leaks primarily (but not only) of hydrocarbon substances such as diesel fuel, fuel oil, gasoline, asphaltic cement, lube oils, etc. Those structures can be permanent or temporary and can be made from a variety of materials to control the spread of spilled substances. Once a spilled material has accumulated in a structure, the spilled material and any rainwater that has accumulated in the structure need to be either disposed of or let evaporate. In the case of disposal, any liquid contents should be vacuumed by a licensed disposal firm. In any event, a log has to be filled out documenting mechanism of drainage or disposal. This log can be used to satisfy the drainage documentation requirements for both the SPCC and Storm Water plans at a site.

How to use?

The log is simple to use and the reporting is done online through the EHS Portal under the Environmental Reporting section. Follow the prompts in filling out the online form. Once the form has been filled out then you are done.

Frequently Asked Questions

Q: What should the containment structure be made of?

A: Ideally the containment should be constructed using concrete. Other materials could be:

a. Concrete floor with cement block walls
b. Containments can also be made of steel (preferably galvanized metal)
c. Smaller containments can also be made of heavy plastic

Q: How much liquid does the containment have to hold?

A: Taking into account for the volume of the items in the containment such as tanks and other equipment the containment should be big enough to hold the entire contents of the largest vessel plus 10-15% more to account for rain that falls into the containment. Because you want to keep out as much rain as possible the containment should be covered (but that is not a requirement).

Q: Can I put a drain valve in the containment?

A: Yes, but the valve must stay locked or capped until it has been determined that the water is safe enough to be drained (i.e. no hydrocarbons or other pollutants are present in the water to be drained). To prevent accidental drainage, it is best if the containment does not have a drain. Past history shows that most drains that have a valve tend to be unlocked most of the time allowing for unauthorized drainage.

Q: Do I have to log the amount of water if I drain the containment?

A: Yes…that is a requirement. The amount (best estimate is OK) and condition of the water as well as time and date of the drainage needs to be logged in the site drainage log. If there is an oily sheen on the surface of the water to be drained, then you can drain the water to a level where the water surface is about 2-3 inches above the top of the drain. The water that is left can be left to evaporate or pumped out by a licensed vendor for proper disposal.

4.6 Spills and Leaks Log

What is it?

This log is, or can be, the same one used to document spills and leaks in the site Storm Water plan. This document, as its name implies, is a log used to document any hydrocarbon-based material spills or leaks that may occur at a site. Those spills/leaks might happen inside a containment structure or they may occur anywhere on the site. The spills/leaks could be due to equipment failure (pipe breaks, hydraulic line ruptures, a leaking tank, etc.) or possibly a vehicle incident. In any event, the spill or leak has to be documented on the spill/leak log.

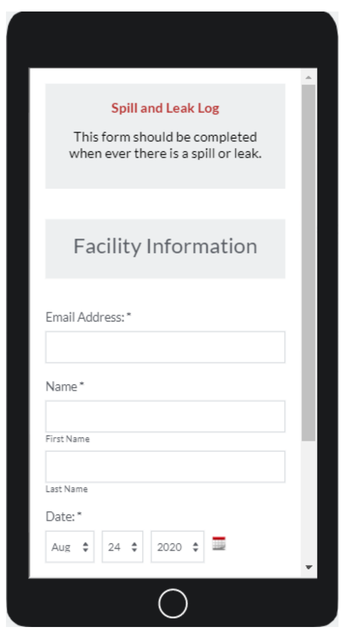
How to use?

The log is simple to use and the reporting is completed online through the EHS Portal under the Environmental Reporting section. Follow the prompts in filling out the online form. Once the form has been filled out then you are done.

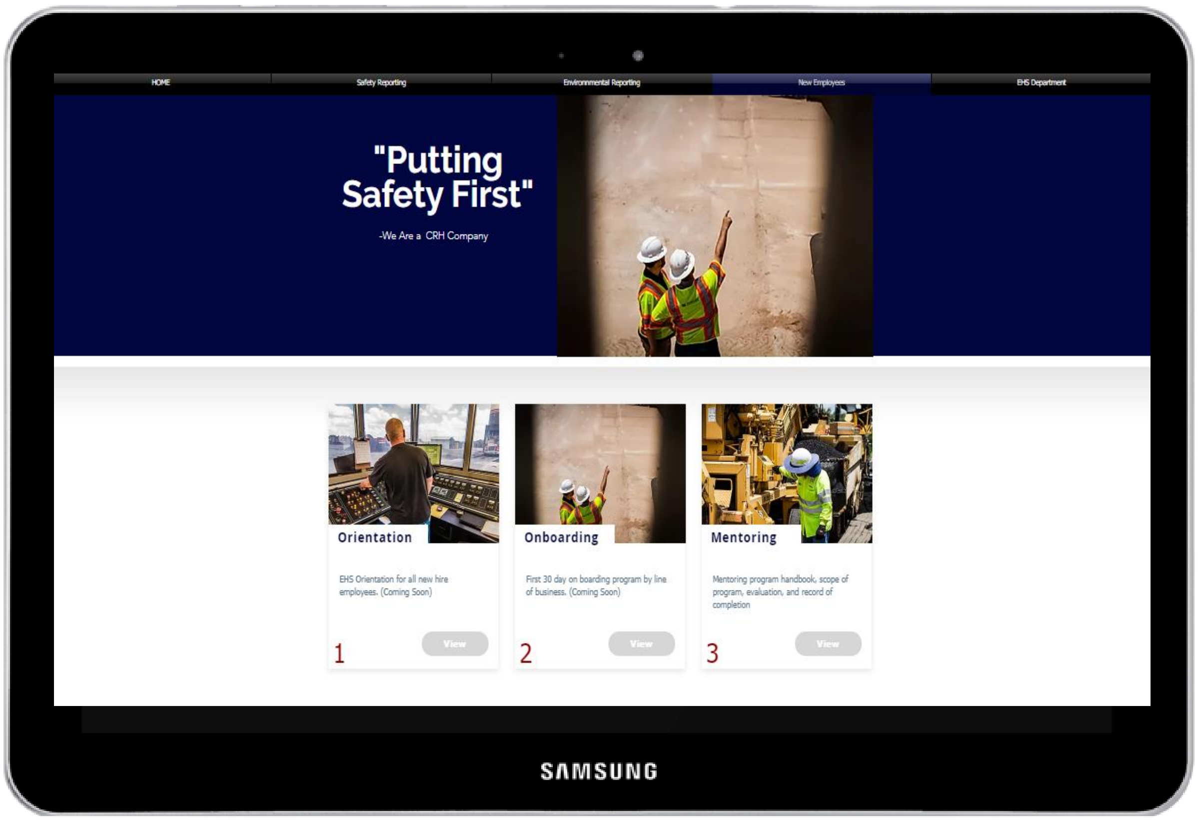
Frequently Asked Questions

Q: When do I have to report a spill/leak?
A: You need to log **all** hydrocarbon spills in your site spill and leak log with the amount, date and time and what was spilled/leaked and how it was contained and cleaned up. **It is very important that this needs to be done as soon as the spill or leak has been detected.** If the amount spilled is greater than 25 gallons then a notification has to be made to the TCEQ. If that is the case, log the spill and then contact the EHS Environmental Manager so that the spill can be properly documented and the Agency notified.

Q: What if the spill happened off-site?
A: First, make sure the spill is contained and then contact EHS. The same information that you would put in the plant site spill/leak log would be needed if the spill is off site. Make note as to the location of the nearest water body (stream, creek, lake, etc.) and if the spill got into any of these water bodies.



Section 5: Employee



Password: TM2019

5.1 Orientation

What is it?

This is a 30-minute orientation presentation that was put together by EHS professionals throughout CRH. The orientation is designed to give new and rehired employees a review of what safety and environmental practices have been put in place by the company. This video should be played immediately after the employee goes through HR new hire orientation.

Topics covered in EHS Orientation:

- Safety Culture
- CRH Life Saving Rules (LSR)
- T5 Safety Talk
- EPA and Environmental Commitment
- Employee Recognition Program
- Mentor Program
- EHS Online Resources
- Point of Contact (EHS contact)

How to use?

Video should be played by HR/Facility Administrator during the Orientation session. The employee should sign an acknowledgement that they have seen the presentation. The video can also be visited later or as a refresher.

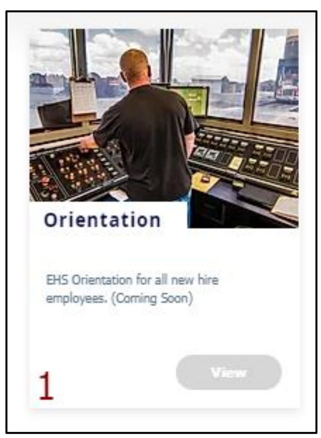
Frequently Asked Questions

Q: Should office staff view this video?

A: The EHS department recommends that all employees participate in the EHS orientation regardless of job function. It's important for everyone to have some sort of idea of what conditions other workers may face and become familiar with CRH values when it comes to putting safety first.

Not Available at This Time

Coming Soon



5.2 Onboarding

Not Available at This Time - Coming Soon

5.3 Mentoring Program

What is it?

These practices and processes were put into place to ensure that employees are introduced to CRH's culture of safety in a consistent way. The goal of this program is to provide all newly hired employees with a clear and applicable understanding of what Safety looks like at all CRH Companies. By partnering our new team members with experienced and safety conscious members of their own crew, we can help ensure that each new employee is given the foundation for a safe, healthy and successful career with our organization. The mentoring relationship formally lasts 14-28 weeks, but ideally will create a sense of engagement with employees that will last for the duration of their employment with CRH.

How to Use

This program is for new employees who are beginning a role in the field. The program will pair them with a mentor for at least their first 14 weeks with the company. The mentor will interact with the new employee regularly to cover the content outlined in the Life Saving Rules Handbook or learnings. The supervisor will meet at least every 30 days with the new employee to discuss their progress both from a safety and a job performance perspective using the Evaluation Form. The mentor and new hire should meet at least once every other week to review the content of one Life Saving Rule (LSR).

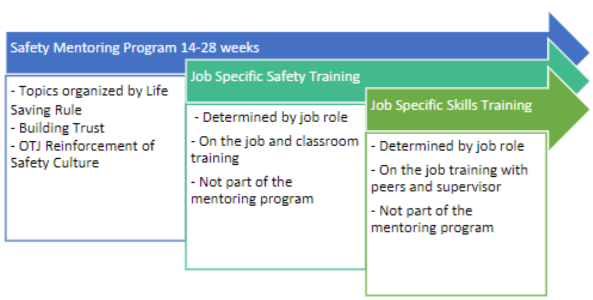
Human Resources and EHS staff will support the implementation of the program and will keep the records of the program.

Mentor Expectations and Responsibilities:

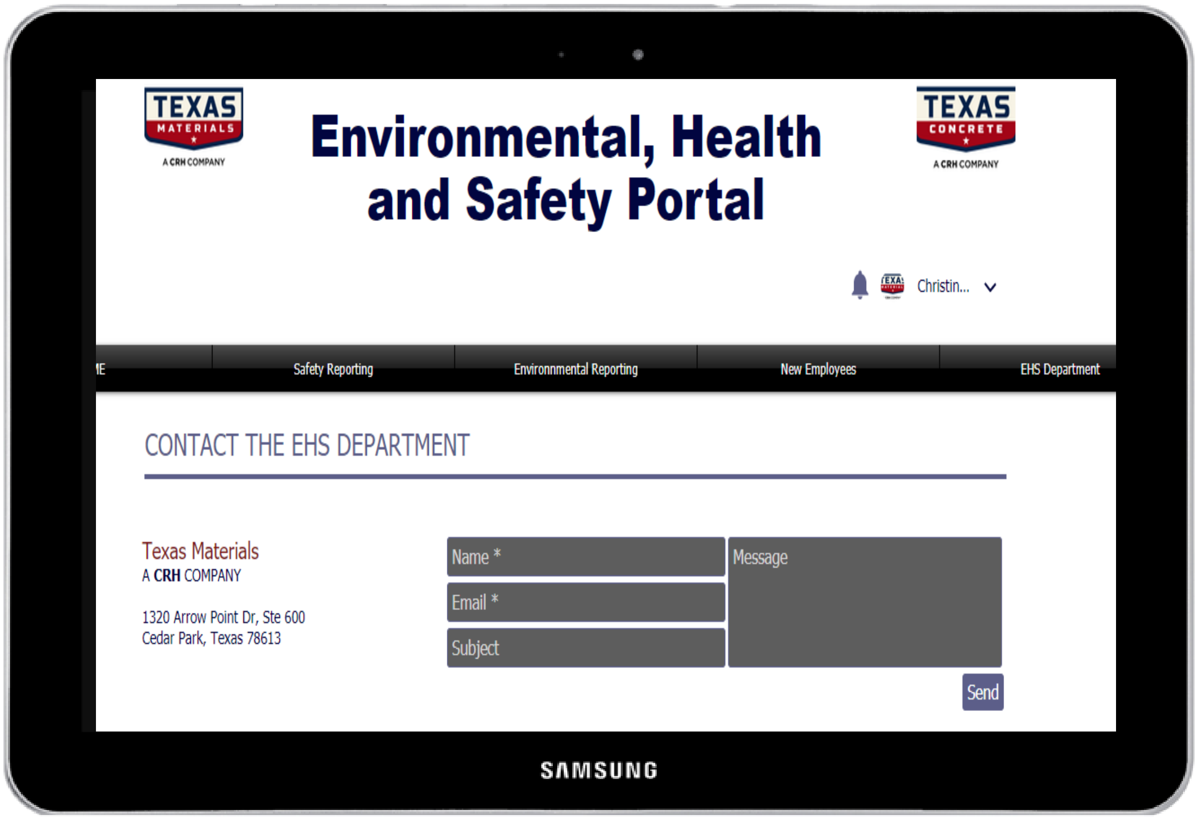
- Complete the Mentoring Basics Training.
- Review the content in the CRH Life Saving Rules Handbook.
- Commit to and take an active leadership role in the mentoring process.
- Be willing to take time to regularly work with your participant on the content in their handbook.
- Mentor should personally demonstrate safe work practices, rather than simply talking about them.

New Employee Participant Expectations and Responsibilities:

- Review the content in the CRH Life Saving Rules Handbook.
- Ask questions about safety when they arise during the workday.
- Be an active participant during your mentoring sessions.
- Communicate with your supervisor if you're not getting what you need from your mentor.



Section 6: EHS Department



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6.1 EHS Department

What is it?

The contact information for the Environmental, Health and Safety (EHS) team is available for all employees of the Texas Materials and Texas Concrete to access. The EHS team is available to assist whenever needed.

How to use?

To access the EHS Department contact information – just click on the button and find the contact information. Employees can contact the EHS team members via the shared EHS email at EHS@texasmaterials.com, company email or company cell phone.

If you have a general question or request, please use the shared EHS email to ensure your email is received and reviewed by an EHS representative in a timely manner. This will ensure if a member of the team is out of the office or in a meeting at the time of your request, that your question can be answered as soon as possible.

Click on the “CONTACT” bar and a box will open so you can send your questions directly to the EHS team.