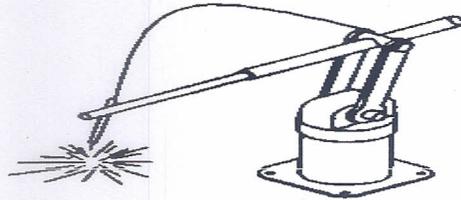


JCM Manufacturing Inc.



Three Cone Deployment Safety Procedure

SOP 6.4.4 Rev: 0

September 30, 2014

Title: Three Cone Deployment Safety Procedure

1.0 Purpose

- 1.1 The purpose of this Procedure is to establish a Three Cone Deployment Safety Procedure (3-CDSP) to prevent/minimize the risk for potential death, injury and/or property damage from **JCM Manufacturing Inc.** delivery activities. This safety protocol will also safeguard our customers, as well as their employees, other motorists and pedestrians. An effective Procedure will maximize the visibility of an employee and vehicle while minimizing cone deployment time which will significantly limit roadside driver exposure.

2.0 Responsibility

- 2.1 The Safety Manager or assigned designee is responsible for this procedure. All **JCM Manufacturing Inc.** delivery drivers will be instructed to this SOP. A completed and signed **Doc #: F5001** is a list of employees that have been trained to the Three Cone Deployment Safety Procedure (3-CDSP). All records will be kept in the shop office.

3.0 Requirements

- 3.1 Document, implement and maintain a Three Cone Deployment Safety Procedure (3-CDSP) and continually audit and update its effectiveness.

4.0 Definitions

- 4.1 **Safety Cone:** A cone shaped marker, generally made out of plastic or rubber that is placed on roads or footpaths to temporarily redirect traffic in a safe manner.
- 4.2 **HTS Systems-CC-Cone Cradle :** An innovative cone securement and deployment devise developed by HTS Systems. When used in conjunction with a comprehensive Three Cone Deployment Safety Procedure (3-CDSP), the Cone Cradle offers the driver an opportunity to deploy and stow safety cones **much faster** and **more secure** than any other product in the market today.

5.0 Records

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Title: Three Cone Deployment Safety Procedure**6.0 Method****6.1 Employee Training and Education**

Effective employee training, education and follow-up are the most critical components of a Three Cone Deployment Safety Procedure (3-CDSP). A properly conducted training program will insure that all employees are aware that the proper execution of this policy is needed for the procedure to be successful. The Safety Manager or assigned designee will coordinate the employee training and education program for **JCM Manufacturing Inc.**

6.2 Program Implementation

JCM Manufacturing Inc. will equip each trailer and/or box truck with an HTS-CC-Cone Cradle with (3) reflective 18 inch tall safety cones. The cones must meet Uniform Traffic Control Device Standards.

Locate and mount the HTS-CC-Cone Cradle to the floor joists of the box truck or trailer according to the instructions supplied with each unit. Make sure that the Cone Cradle is positioned and mounted flush to below flush to the side of the truck box or trailer. Flush mount is ideal to limit any reaching needed by the driver to release the locking pin to open the Cone Cradle.

6.3 Roadside Parking**Deployment**

*****DO NOT LOSE SIGHT OF ON-COMING TRAFFIC *****

Pull the release knob of the HTS-CC-Cone-Cradle with your right hand while slightly lifting the lower frame handle with your left hand. Lower the frame handle until fully opened and remove the safety cones.

*****DO NOT LOSE SIGHT OF ON-COMING TRAFFIC *****

Place the safety cones on the ground in the correct order and position as described below.

1ST: Place the first safety cone on the ground approximately 3-4 feet to the roadside of the Cone Cradle to create a safety cushion zone which will slow traffic and warn a motorist that a worker is present.

Title: Three Cone Deployment Safety Procedure

2nd: Walk to the back of the truck within the safety cushion zone just established by the placement of the first safety cone. Walk toward the rear of the truck, hold the remaining (2) safety cones at chest level to increase worker visibility and on-coming driver awareness. Place the second safety cone on the ground approximately 4-6 feet to the rear of the vehicle to create a safe work cushion for ramps and lift gates. In addition, a properly placed rear cone will also provide a safe backing cushion in areas where needed. Try to avoid backing up when at all possible!!!!

3rd: Walk to the front of the truck within the safety cushion zone established by the placement of the first cone. Do not lose sight of on-coming traffic!!!! Hold the last safety cone at chest level favoring the street side of the worker to increase worker visibility and on-coming driver awareness. Place the third safety cone approximately 4-6 feet in front of the truck to create a safe work cushion and to prevent getting boxed in. Avoid backing up when at all possible!!!! Use an "off-street" path to the front of the truck when possible.

Safety Cone Retrieval

Now pick up the safety cones in the correct order and stow as described below.

1st: Start by picking up the safety cone in the front of the truck. Proceed to walk within the safety cushion zone established by the placement of the first cone to the rear of the vehicle. Hold the safety cone at chest level to increase worker visibility and on-coming driver awareness.

2nd: Place the first safety cone over the rear safety cone. Lift both cones and precede to the last safety cone located by the Cone Cradle. Walk along the safe work cushion without losing sight of on-coming traffic. Hold the two safety cones at chest level favoring the street side of the worker to increase worker visibility and on-coming driver awareness.

3rd: Place the two cones over the last safety cone and lift up the three cones together. Insert the three cones into the cone cradle (nose down) and lift the lower handle until the Cone Cradle latches. There are **no chains or bungee cords** needed to secure the safety cones in the Cone Cradle. Focus your attention to on-coming traffic, not trying to secure a supplemental locking device. You are ready to go!

Title: Three Cone Deployment Safety Procedure**6.4 Parking Lot Delivery****Deployment**

Pull the release knob of the HTS-CC-Cone-Cradle with your right hand while slightly lifting the lower frame handle with your left hand. Lower the frame handle until fully opened and remove the safety cones.

Place the safety cones on the ground in the correct order and position as described below.

1ST: Place the first safety cone on the ground approximately 3-4 feet directly in front of the Cone Cradle to create a safety cushion zone which will warn a motorist that a worker is present.

2nd: Walk to the back of the truck within the safety cushion zone just established by the placement of the first safety cone. Walk toward the rear of the truck, hold the remaining (2) safety cones at chest level to increase worker visibility and driver awareness. Place the second safety cone on the ground approximately 4-6 feet to the rear of the vehicle to create a safe work cushion for ramps and lift gates. In addition, a properly placed rear cone will also provide a safe backing cushion in areas where needed. Avoid backing up when at all possible!!!!

3rd: Walk to the front of the truck within the safety cushion zone established by the placement of the first cone. Do not lose sight of parking lot traffic!!!! Hold the last safety cone at chest level to increase worker visibility and driver awareness. Place the third safety cone on the ground approximately 4-6 feet in front of the truck to create a safe work cushion and to prevent getting boxed in. Avoid backing up when at all possible!!!!

Title: Three Cone Deployment Safety Procedure**Safety Cone Retrieval**

Now pick up the safety cones in the correct order and stow as described below.

1st: Start by picking up the safety cone in the front of the truck. Proceed to walk within the safety cushion zone established by the placement of the first cone to the rear of the vehicle. Hold the safety cone at chest level to increase worker visibility and driver awareness.

2nd: Place the first safety cone over the rear safety cone. Lift both cones and precede to the last safety cone located by the Cone Cradle. Walk along the safe work cushion without losing sight of parking lot traffic. Hold the two remaining safety cones at chest level to increase worker visibility and driver awareness.

3rd: Place the two cones over the last safety cone and lift up the three cones together. Insert the three cones into the cone cradle (nose down) and lift the lower handle until the Cone Cradle latches. There are **no chains or bungee cords** needed to secure the safety cones in the Cone Cradle. Focus your attention to on-coming traffic, not trying to secure a supplemental locking device. You are ready to go!

6.5 Loading Dock Delivery**Deployment**

Pull the release knob of the HTS-CC-Cone-Cradle with your right hand while slightly lifting the lower frame handle with your left hand. Lower the frame handle until fully opened and remove the safety cones.

Place the safety cones in the correct order and position as described below.

1ST: Place the first safety cone approximately 3 feet directly to the front of the driver side fuel tank on a box truck or air space on a trailer. This will create a safety zone and blind side alertness for other trailers or box trucks entering into the dockside area.

2nd: Walk to the front of the truck within the side safety cushion zone established by the placement of the first cone. Do not lose sight of moving vehicles in the dock area. Place the second and third safety cones approximately 4-6 feet in front of each corner of the cab to create a safe work cushion and to alert other backing vehicles that another vehicle is present.

Title: Three Cone Deployment Safety Procedure**Safety Cone Retrieval**

Now pick up the safety cones in the correct order and stow as described below.

1st: Start by picking up the safety cones in the front of the truck. Place one inside of the other. Proceed to walk within the safety cushion zone established by the placement of the first cone to the driver side of the vehicle. Hold the safety cones at chest level to increase worker visibility and driver awareness.

2nd: Place the two cones over the last safety cone and lift up the three cones together. Insert the three cones into the cone cradle (nose down) and lift the lower handle until the Cone Cradle latches. There are **no chains or bungee cords** needed to secure the safety cones in the Cone Cradle. Focus your attention to dock traffic, not trying to secure a supplemental locking device. You are ready to go !!!!

6.6 New Hires

Whenever a person is hired for employment, Three Cone Deployment Safety training and education will be provided by the Safety Manager or responsible designee at the time of their initial assignment. New hires will sign the form **Doc #: F5001** as a record of completed training.

6.7 New Delivery Location

Whenever a new delivery location is introduced, the delivery driver is responsible for communicating specific potential hazards at the new delivery location and recommended risk abatement techniques to be used at that location. A completed and signed **Doc #: F7022** is a record of New Delivery Site Evaluation.

Title: Three Cone Deployment Safety Procedure**6.8 Outside Delivery Vehicles**

It is JCM Manufacturing Inc. policy, that when outside delivery vehicles are on company property, they must comply with all JCM Manufacturing Inc. standards and requirements where applicable. The Three Cone Deployment Safety Procedure requires all contractors, subcontractors and or delivery vehicles working on, or delivering to company property, be informed by the Safety Manager or responsible designee that the Three Cone Deployment Safety Procedure needs to be reviewed and followed while on company property. This policy is to be reviewed by the visitor and immediately implemented.

6.9 Audit

The Three Cone Deployment Safety Procedure will be audited bi-monthly by the Safety Manager or responsible designee. The SOP will be used as the basis for the audit. The Safety Manager or responsible designee is responsible for following up to see that any corrective action from the audit is addressed within 5 working days after the audit.

JCM Manufacturing Inc.

Doc#: F7022
Revision: 0
Date: 10/20/2014
Approved: John Kranick

Title: New Delivery Site Evaluation

Business Name: _____

Street Address: _____ City: _____ Zip: _____

Delivery Location: _____

(example: Dock is on the right side of the building)

Type Of Hazard	Location of Hazard	Means of Protection
<i>(example: rigid sign post)</i>	<i>Next to unloading area</i>	<i>Apply safety cone one foot in front of post to create safe buffer zone.</i>

Types of Hazards:

1. Tight Quarters (Limited space to maneuver)
2. Overhead Obstructions
3. Permanent Hazards (i.e. Posts or other obstructions)
4. Backing (Only means of delivery is to back into delivery area.)

Driver Signature: _____

Date: _____



JCM Manufacturing Inc
 Approved: John Kranick

Doc#:F5001
 Revision: 0
 Date: 4/15/2014

Employee Training Report					
Date	Instructor	Related Documents			
Description of Training Required		Training Type <input type="checkbox"/> Self Instruction <input type="checkbox"/> Classroom Format <input type="checkbox"/> On the Job			
Employee ID #	Name (Print Clearly)			Name (Signature)	Department
Comments					
Instructor Signature			Date:		