



# Introduction to IHC

# Welcome! to IHC

Concrete Paver



Concrete Batch Plants

# Welcome! to IHC

- We're excited to welcome you to our award-winning team and hope you find your work challenging and rewarding.
- IHC has specialized in paving concrete highways, roads, and airfield projects for almost 60 years.
- We are one of the top award winners, including first ever 4-time ACPA Gold winner, in our industry and look forward to your contributions to that tradition.
- IHC is owned by RCWE which also owns the Buffalo Bills football franchise.



# Welcome! to IHC

- Our history of excellence includes having built the first slipform concrete road in Mexico; having built the longest commercial runway in North America at Denver International Airport; and having invented many processes and equipment modifications to be more efficient and attain better quality.





# Welcome! to IHC

IHC employees installing rebar for box culvert floor



Custom box culvert forms and suspended fiber optic cables

# Welcome! to IHC

- We have an outstanding reputation for integrity and honorable business practices.
- It is maintained and improved through the actions of each of us, and you are now part of that exciting tradition.
- Welcome to the leading edge!





# Business Ethics and Conflict of Interest Guidelines

- Our business advantage is gained through **acceptable business conduct** and superior product, value, and service to our customers and public.
  - You are expected to accept responsibility and make decisions to reflect this.
    - Follow all federal, state and local laws.
    - Be honest about IHC's products, services and business intentions.
    - If you have any questions regarding the decisions you are making, ask your supervisor.



# IHC Team

- Responsibilities
  - Be at work on time
  - Treat others the way you wish to be treated
  - Promote safety and quality
  - Maintain your equipment and keep a clean work site
  - Help coworkers achieve expected performance and production levels
- Make one another successful. Every job is important. Give your best toward our success.







# Benefits

# Benefits Overview

- Medical, dental, life, accidental death and dismemberment insurance available
- Retirement plan
- Tool/truck reimbursement for qualified employees
- Hourly travel incentive for qualified employees
- Incentive bonus for those who stay through a season or project completion



# Benefits Overview

- Flexible Spending Account
- Personal savings plan through automatic payroll deductions
- Employee referral incentive plan







Safety

# Commitment to Safety

- We are committed to
  - Reducing workplace injuries, occupational illnesses and damage to property.
  - Protecting the public when near IHC's operations.
  - Preventing pollution and environmental degradation.
  - Eliminating all preventable accidents and environmental incidents.



# Commitment to Safety





# Safety Program Guidelines

- IHC safety starts with you and is our #1 priority. Wear the provided personal protection equipment at all times.
- You are required to follow the guidelines detailed in your manual.
- Some common hazards and safety precautions:
  - Falling objects / head injuries: wear your hard hat.



# Safety Program Guidelines

- Truck, equipment, and auto traffic: wear your safety vest and stay alert.
- Dust from sweeping, sawing and grinding: wear a dust mask.
- Splashing concrete / flying objects: wear your safety glasses.
- Pinched fingers / cuts: wear your gloves.
- Cement burns: wear rubber boots & wash skin.



# Safety Program Guidelines

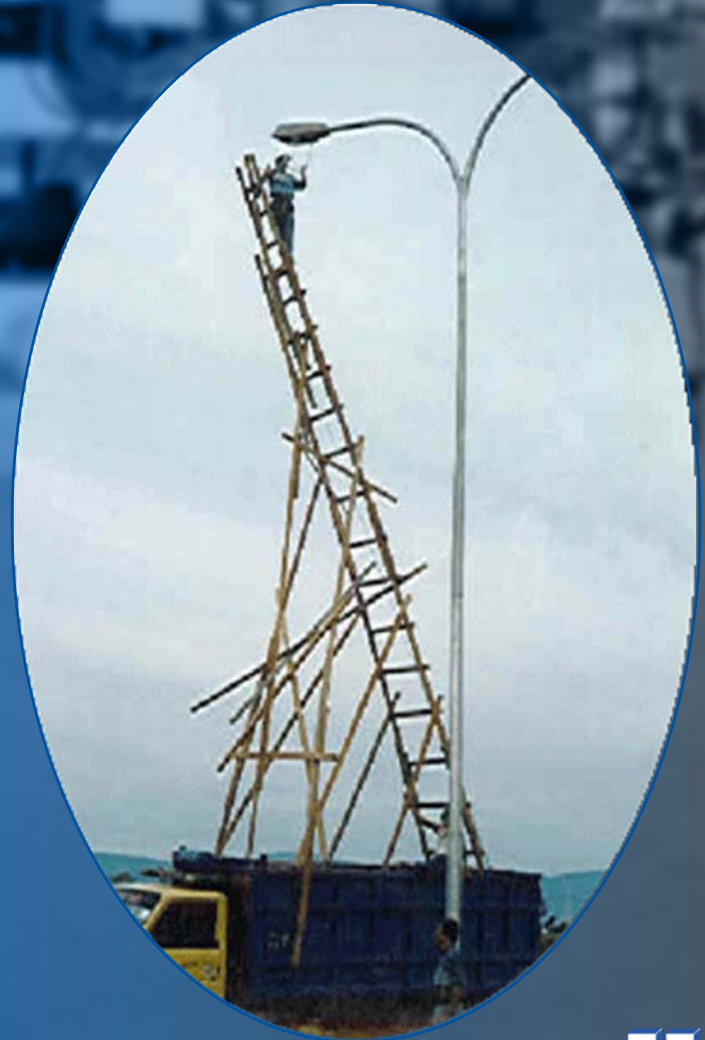
- Loud noises: wear your ear plugs when working near equipment.
- Equipment/Auto accidents: wear your seat belt at all times.
- Trip and falls: keep your work area clean.
- Back injuries: get help or use equipment to lift heavy materials.
- Unsafe behavior will not be tolerated.
- Violation may result in disciplinary action up to and including termination.





# Safety Program Guidelines

- Remember the three **R's** of accident prevention.
  - **R**ecognize hazards
  - **R**eport hazards
  - **R**emove hazards
- If it doesn't look right, it's probably an accident waiting to happen!



# Drug-Free Workplace Policy

- IHC is committed to a safe, healthy and productive work environment, free from the effects of alcohol and illegal or non-prescribed drugs.
- Abuse of drugs and alcohol increases safety risks and employee injuries to the abuser and his or her coworkers.
- Reporting to work or working while intoxicated or in the possession of these items is prohibited.



# Drug-Free Workplace Policy With Testing Provisions

- Drug/alcohol testing provisions.
  - Pre-employment testing is mandatory
  - IHC may test, or search property, based on reasonable suspicion
  - IHC practices random testing
  - IHC reserves the right to practice post-accident testing regardless of injury or damage to property





# Drug-Free Workplace Policy With Testing Provisions

- Refusal to submit to test or search is grounds for termination.
- Positive result will result in disciplinary action up to and including termination.



# Hazardous Material Training Summary

- Know the product – read the label.
- **M**aterial **S**afety **D**ata **S**heets explain all there is to know about a product and the precautions pertaining to it.
- MSDSs are always available to you in the on-site construction trailer. Know where they are.

Interstate Highway Construction, Inc  
*Employee Guidelines*

Material Safety Data Sheet U.S. Department of Labor  
Occupational Safety and Health Administration  
(Non-Mandatory Form)  
Form Approved  
OMB No. 1218-0072

May be used to comply with:  
OSHA's Hazard Communications Standard,  
29 CFR 1910.1200. Standard should be consulted for  
specific requirements.

<b>IDENTITY</b> (As used on Label and List) <b>Material Product Identification Name</b>	<b>Note: Blank spaces are not permitted.</b> If any item is not applicable, or no information is available, the space should be marked to indicate that.
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**Section I**

Manufacturer's Name <b>Name of Company that makes the product</b>	Emergency Telephone Number <b>In case of emergency call this number</b>
Address (Number, Street, City, State, and Zip Code) <b>Manufacturer's address</b>	Telephone Number for Information <b>For technical information call this number</b>
Manufacturer's address	Date Prepared <b>Date this MSDS was prepared</b>
Manufacturer's address	Signature of Preparer (Optional) <b>Signature of person responsible for MSDS</b>

**Section II – Hazard Ingredients / Identity Information**

Hazardous Components (Specific Chemical Identity: Common Name(s))	OSHA PEL Mg/M3	ACGIH TLV Mg/M3	Other Limits Recommended	% (optional)
<b>Single substance components or chemicals' common name or trade name.</b>	<b>CAS No. (Chemical Abstract Service)</b>	<b>This section details the OSHA Standard Permissible Exposure Limit of each substance. The maximum amount a worker may be exposed to in a weighted 8-hour period.</b>	<b>American Conference of Governmental Hygienists guidelines (not standards) reflecting exposure levels a worker may be exposed to without unreasonable risk.</b>	<b>% this component in relation to product</b>

**Section III – Physical / Chemical Characteristics**

Boiling Point <b>Temperature at which this product will boil</b>	Specific Gravity (H <sub>2</sub> O = 1) <b>A ratio of a mass of material to the mass of an equal volume of water at 39° F.</b>
Vapor Pressure (mm Hg.) <b>Pressure in the space above a liquid</b>	Melting Point <b>Temperature at which a solid becomes a liquid</b>
Vapor Density (AIR = 1) <b>The amount of vapor per unit volume</b>	Evaporation Rate (Butyl Acetate = 1) <b>Rate at which a material will vaporize</b>
Solubility in Water <b>The maximum amount of material that can be dissolved in a given quantity of water</b>	<1.0 <b>WATER</b>

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# Hazardous Material Training Summary

- Report hazmat spills or exposures to your supervisor immediately.
- New products may be reviewed during the mandatory on-site toolbox meetings. Ask questions about their hazards.
- Further detail about safe practices and hazardous materials can be obtained from your supervisor.







Quality

# Quality Statement

- A job well done is a job to be proud of.
- Our **team** is known throughout the industry for providing Quality Workmanship.
- It takes teamwork. Your coworkers take pride in their work. Take pride in yours – do the job right the first time. Our goal is **no rework!**



# Quality Statement

- Do not start any work without knowing the quality tolerances of the work you're building.
- If you don't understand or know how to do something the correct way, **ask!**
- You are a skilled craftsman. Your work should reflect that.
- Continuously strive to become better as individuals and as a team! Working together we can achieve excellence in quality.



# National Partnership for Highway Quality Award



Wadsworth Boulevard Whitetopping Project





# Quality Control

- Our minimum requirements are meeting contract obligations, exceeding owner expectations, and being superior to state-of-the-art.
- QC is a vital part of IHC's business and applies to every aspect of IHC.
- You will learn these standards during core level training and pre-works.



The image features a blue-tinted background with a blurred industrial scene, possibly a factory or construction site, showing various structures and equipment. A dark blue gradient overlay covers the bottom portion of the image, where the text is located.

# Total Quality Management (TQM)

# Program Overview

- TQM is a method of continuous improvement that promotes change for the better through creative thinking.
- The major objective of the TQM program is to solicit ideas for improvement from **all** IHC employees.
- The success of IHC has, for many years, been attributed to people like yourself with good ideas.





# TQM

Designed to save aggregate base when removing PCC



Slotted Bucket



# TQM Process

- Use the OFI (Opportunity For Improvement) form to submit your ideas whether they have already been implemented or not.
- Give your OFI form to your division manager, department head, or jobsite office person.

Interstate Highway Construction, Inc.  
*Employee Guidelines*

**OFI**  
**Opportunity for Improvement**

JKS	
DM	
JDM	
CKT	
AGM	

**EMPLOYEE INSTRUCTIONS**

1. Print all information
2. Place in a sealed envelope labeled "OFI"
3. Give envelope to DM, DH or job site office and they will see that your Division Manager or the TQM Dept. gets it.

Employee Name \_\_\_\_\_ Date \_\_\_\_\_

Project Location \_\_\_\_\_ Supervisor \_\_\_\_\_

**MY IDEA FOR IMPROVEMENT IS:**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**DO YOU HAVE ANY IDEAS OR SOLUTIONS THAT COULD HELP MAKE THIS HAPPEN:**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**REVIEW COMMITTEE COMMENTS, QUESTIONS OR STATUS:**

Date	By	Comments

Log # \_\_\_\_\_

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# TQM Awards Program

- You will be recognized in the IHC newsletter.
- You will be given a hard hat sticker.
- Implemented OFIs will receive a framed certificate.
- All OFIs will be judged annually for plaques and monetary awards.





# Equipment

# Equipment Basics

- Ensure general maintenance is performed on your equipment.
  - Some of the necessary steps you need to take during each day are detailed on the back of your time card.
- Clean your equipment daily - inside and out.
- Perform daily walk-around inspections and report unsafe equipment to your supervisor immediately.
- Other steps will be explained during core level training and pre-works.

**OPERATORS DAILY EQUIPMENT INSPECTION REPORT**

This report **MUST BE** completed before the machine is put to work and turned in at the end of each shift.

DATE \_\_\_\_\_ UNIT NO. \_\_\_\_\_ ODOMETER \_\_\_\_\_  
 HOUR READING \_\_\_\_\_

= O.K.       = N/A       = REPAIRS REQUIRED

		Remarks
Check all fluid levels		
Check fluid leaks		
Check instruments & gauges		
Check lights & signals		
Check mirrors & glass		
Check door & window operation		
Check back up alarm		
Check horn		
Check air cleaner indicator		
Check air intake hoses & clamps		
Check exhaust pipe & mounts		
Check washer & wipers		
Check safety equipment		
Check battery & connections		
Check grease gun & tools		
Check parking brake		
Check apply brakes		
Check for body damages		
Check for cracks & breaks		
Check cutting edges & side bits		
Check ground engaging tools		
Check for wear pins/bushings		
Check tires/undercarriage		
Check service due label in windshield		
Machine was greased		
Machine was cleaned inside & out		

Operator Making Report \_\_\_\_\_ (signature)

Foreman's Initials \_\_\_\_\_





# Equipment Basics

Poorly Maintained



Well Maintained



# Equipment Basics

- Ask for training before operating unfamiliar equipment.
- Inform your foreman or the equipment foreman of any repairs, damages or maintenance that needs to be done in order for the machine to be ready for use the next day.





# Hourly Work Force Guidelines

# Work Guidelines Overview

- Be at work on time as scheduled.
- Breaking of the following or any previously mentioned guidelines or policies may result in disciplinary action up to and including termination.
- Do not:
  - Steal IHC, client or employee property
  - Leave the work place or jobsite without supervisor's authorization





# Work Guidelines Overview

- Do not:
  - Damage/mutilate property
  - Fight on the jobsite
  - Loaf or sleep on the jobsite during work hours
  - Sell items on the jobsite
  - Perform below IHC standards



# Threats and Violence

- Our goal is to maintain a work environment free from intimidation, threats, or violent acts.
- In the event of an incident, report it to your supervisor, or another IHC representative.
- Employees should directly contact proper law enforcement authorities if they believe there is immediate danger to themselves or others.





# Policies

# Equal Employment Opportunity Policy

- IHC does not discriminate because of age, race, color, sex, disability, national origin, religion, veteran status or any status protected under applicable state or local law.
- All employment decisions are based on individual merit only.
- IHC activities, facilities, and job sites are non-segregated.
- IHC is committed to a working environment free from coercion, harassment, and intimidation.





# EEO Policy Complaint Procedure

1. Take complaints to the project EEO officer.
2. If the complaint is against the project EEO officer, a division manager, or project manager/engineer, contact the corporate EEO officer listed in your manual.
3. If you can't resolve your complaint using these procedures, outside resolution resources are documented in your manual.



# Sexual Harassment / Inappropriate Conduct



- IHC is committed to a positive working environment that is free of inappropriate conduct, including offensive verbal and written communication of a sexual nature.
- Sexual harassment doesn't mean occasional socially acceptable compliments.



# Sexual Harassment / Inappropriate Conduct

- What it does include is:
  - Submission to them is made a requirement of employment
  - Submission to or rejection of them is used as a basis for employment decisions
  - Such conduct interferes with an individual's work performance, and/or creates an intimidating, hostile, or offensive working environment
- If you feel sexually harassed take the complaint to the Corporate Sexual Harassment Officer listed in your manual.



# Patents and Copyrights

- IHC owns any procedures or equipment design or modification developed while on our time or using our materials regardless of patentability.
- They may not be used in any business that is not part of IHC.





# Problem Solving

1. We at IHC are interested in problem solving at every level.
2. If you are dissatisfied or disagree with an IHC practice or decision discuss it with your immediate supervisor.
3. If your problem is not solved with your immediate supervisor, you may request the two of you speak with your supervisor's immediate supervisor.
4. If your problem is still not fixed, you can keep escalating up the chain of command.





# Disclaimers

# About the Employee Manual

- The manual is intended to acquaint you with IHC, our procedures and our environment. Reading it is mandatory.
- The manual is not all inclusive and isn't intended to anticipate every question and circumstance. If you have questions about anything in this presentation or the manual, ask your supervisor.
- The manual does not constitute a contract of employment, either express or implied.





# Forms to Sign



# Please Sign and Return

- All of the forms in your Hourly Manual.





Questions?



**Welcome!** to IHC