

Hudson Asphalt Terminal

Health & Safety Performance Standards

DRIVER CERTIFICATION

Document ID:	HAT Health & Safety Performance Standards	Revision #:	1	Status:	Final	Effective Date:	4/2/25
Document Owner:	Facility Manager	Created By:	Facility Manager				Page 1 of 5

Objectives:

This program is designed to communicate the minimum expectations for drivers who are involved in the product transfer processes at the HAT facility located in Hudson, CO. It is the intent that the procedures and requirements set forth will allow us to load and unload products in a manner that is safe to personnel and to the environment.

Carrier Letter:

 Letter to the carrier to communicate minimum expectations of Hudson Asphalt Terminal Driver Certification Program.

Safety Requirements:

- Minimum Required PPE:
 - Hard Hat
 - Safety Glasses w/Side Shields that meet Z87 Classification
 - Long Sleeve Cotton Shirt
 - Long Cotton Pants
 - Leather Work Boots w/Slip-Resistant Soles
 - Gauntlet Style Leather or Rubber Gloves designed for handling high temperatures
 - Face Shields while transferring product and handling hoses.

Product Compatibility:

- Prior to loading and upon the completion of the Loading Request Form it must be deemed the product being loaded is compatible with the product heel on the trailer.
- This is accomplished with a Product Compatibility Chart located at the scale office.
- There will be no exceptions to the **Product Compatibility Chart**.
- The hazards that will be identified are:
 - Wet Trailers / Cutback Trailers
 - Trailers that are going to load hot products such as AC or PMAC that may have last contained emulsion. A danger of rapid steam expansion and product ejecting from the trailer exist.
 - Incompatible Materials
 - Trailers that may have contained Fuel Oil or Crude Oil.
 - Trailers that may have contained Chemicals or Cutbacks.

MSDS Location:

- Materials Safety Data Sheets are available at the Scale Building or the Main Office.
- Should you require a copy of an MSDS please request one when completing the Loading Request Form or you may obtain a copy by call the office at 720-764-8400.

General Safety Requirements:

- All drivers performing work on Hudson Asphalt Terminal property are expected to act in a Professional and Proactive manner.
- No Smoking in the facility. This means no smoking in a vehicle while waiting in line. All smoking materials must be extinguished prior to entering the facility.

Document ID:	HAT Health & Safety Performance Standards	Revision #:	1	Status:	Final	Effective Date	e: 4/2/25
Document	Facility Manager	Created By:	Facility Manager				Page 2 of 5
Owner:							

- No Eating or Drinking on the loading racks, any lunches or snacks should be consumed prior to entering the facility or in the truck waiting area prior to entering the scales.
- The facility speed limit is 10 MPH. Driving through the facility at a high rate of speed or hitting multiple gears is not a desirable practice. Caution should be always used while driving in the facility.
- If a deficiency is found with equipment it should be reported immediately to the scale operator on duty.
- Processes should be monitored at all times by the person performing the task. This
 means reading the newspaper, talking on cell phone, talking on a radio, etc. are
 prohibited while performing those tasks. Absolutely no use of cell phones while
 operating a vehicle in the plant.
- It is the responsibility of drivers to ensure the area they are performing these processes
 are kept neat and clean. DO NOT leave garbage, old gloves, etc. lying around these
 areas. Anyone caught littering in the plant will be immediately removed and
 permanently barred.
- No Riders are allowed in the facility unless this person is working for the same company
 as the driver.
 - If a co-driver is in the sleeper, notification should be made to scale operator so this person can be accounted for in an emergency.
 - This person must be awake while in the facility and remain so until departing the facility.
 - If this person is not an employee of the driver's company this person will not be allowed access and will have to remain at the main office until the process is complete.
- Pets are not allowed in the facility, if a pet is in a vehicle it will have to remain in the vehicle at all times.

Emergency Response:

- An emergency will be communicated to persons in the plant by telephone, radio, or verbal communication. Evacuation should take place whenever an alarm or emergency is communicated.
- Evacuation routes and meeting points are posted in each building and loading rack area.
 The Primary Meeting Location is the railroad gate south of the main office; the
 Secondary meeting location is the north gate. The wind direction should be observed
 during an evacuation to ensure you are moving away from any potential vapors that may
 be present. Do Not Leave the facility during an emergency to ensure all personnel can
 be accounted for.
- During inclement weather the main office / warehouse may be used as a gathering point until the weather passes and it is deemed safe to work in the facility again.
- To report an emergency verbally notify the scale operator or make verbal notification to the main office.
- It is an expectation that all injuries and spills be reported immediately by **verbal** notification to the scale operator, or **verbal** notification to the main office.
- Should an emergency occur, immediately shut down the process if safe to do so and evacuate the area, (i.e. turning off pumps, closing valves, etc.)
- First aid kits are available in the office and through HAT personnel.

Document ID:	HAT Health & Safety Performance Standards	Revision #:	1	Status:	Final	Effective Dat	te:	4/2/25	
Document Owner:	Facility Manager	Created By:	Facility Manager					Page 3 of 5	
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- Fire extinguishers are located at each loading rack, the scale building, and various locations throughout the facility.
- A Safety shower is located at the south end of the Scales.

Loading and Unloading Procedures:

- Unloading Asphalt Cement OPS-1.0
- Loading Asphalt Cement OPS-2.0
- Copies of these procedures are included in this program but can also be viewed at the Scale Building or by asking Hudson Asphalt Terminal personnel.

Travel Routes

- Empty vehicles can enter the facility via Chem Tech Ave. from the north.
- Loaded vehicles may only exit the facility to BNSF Blvd from the southeast.

Certification Process:

New Drivers:

On the first load the driver will be given site-specific training and will be observed to
ensure that proper procedures are being followed and to orientate the driver on the
facility equipment.

Established training times:

 Hudson Asphalt Terminal will only accept first time drivers for loading or unloading during normal office hours of 7:00 AM to 3:00 PM MST.

Recordkeeping:

Records of training shall be maintained by Hudson Asphalt Terminal

Accountability:

- All drivers are expected to follow the procedures and processes outlined in this program.
 Failure to follow these will result in disciplinary action up to and include being barred from the Hudson Asphalt Terminal facility.
- The disciplinary action can end with a written warning, the driver can be barred for a period of time, or the driver can be permanently barred from the facility.
- Infractions will be maintained at the facility in the carrier file.
 - 1st Infraction A written warning to the driver and his company, also a copy maintained at the facility.
 - 2nd Infraction One week expulsion from the facility, a written warning to the driver and his company, also a copy maintained at the facility and verbal communication with Hudson Asphalt Terminal personnel and the driver's company. Re-entry into the facility will require a meeting between Hudson Asphalt Terminal management, the driver, and management representative from the driver's company.
 - 3rd Infraction The driver will be asked to leave the facility and be expelled from the facility indefinitely.
- It does not take three infractions to be barred from the facility, a single, serious incident or infraction could lead to the driver being barred.

Document ID:	HAT Health & Safety Performance Standards	Revision #:	1	Status:	Final	Effective Date:		4/2/25
Document Owner:	Facility Manager	Created By:	Facility Manager				Page 4 of 5	
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Document ID:	HAT Health & Safety Performance Standards	Revision #:	1	Status:	Final	Effective Date:	4/2/25
Document	Facility Manager	Created By:	Facility Manager				Page 5 of 5
Owner:							