

CONTRACTOR SAFETY, HEALTH & ENVIRONMENTAL RULES



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1 GENERAL

SRC Group is committed to eliminating the causes of fatalities, injuries and ill health from our workplaces through adoption of industry safety principles and good practices through Vision Zero.

SRC requires contractors manage risks in the following order of priority:

- 1. eliminate the risk
- 2. control the risk at source
- 3. minimise the risk by means that include the design of safe work systems
- 4. in so far as the risk remains, provide for the use of personal protective equipment

In addition SRC expects contractors to follow the As Low As Reasonably Practicable (ALARP) principle.

2 DEFINITIONS

- "SRC" means SRC Group UK Operations.
- "SRC Representative" means an employee or agent of SRC having primary responsibility for the work.
- "Contractor" –the person or company whose tender has been accepted by SRC or any sub-contractor employed by them.
- "Contractor's Representative" –employee or agent of the contractor having primary responsibility for the work.
- "Contractor's Employee" –all employees of a Contractor or Sub-Contractor involved in Contract Work.
- "Contract Work" means the work to be undertaken as specified in the Contract.
- "Contract" means the agreement between SRC and the contractor under which the contractor undertakes to provide services or work.

3 RESPONSIBILITIES

3.1 SRC REPRESENTATIVE

- I. Will review the Standard Operating Procedures with the Contractor's Representative before commencement of the Contract Work and ensure as far as is practicable that these methods are safe and without risks to health.
- II. If considered necessary, will have the contractor prepare a written safe system of work that will be appended to the Contract.
- III. Will ensure that all Contractor's Employees receive an SRC induction before commencing Contract Work.
- IV. Will ensure that all Contract Employees understand and implement the agreed safe systems of work applying to the Contract Work.
- V. Will audit the safety aspects of the Contract Work whilst it is in progress, taking action to resolve any safety concerns or issues found.
- VI. Will ensure that the Contractor's Representative supplies all documents required by SRC in connection with the Contract Work before the commencement of the Contract Work.
- VII. Will make suitable arrangements for an authorised deputy to perform any of the above duties if they are unable to do so due to absence and notify the Contractor's Representative of the name of their deputy.

3.2 CONTRACTOR

Contractors must:

- I. Ensure the health, safety, and welfare of all its employees and any other persons who may be affected.
- II. Provide and maintain work equipment and produce safe systems of work without risk to health.
- III. Provide information, instruction, training, and supervision as is necessary.
- IV. Ensure any place of work under its control is maintained in a condition that is safe and without risk to health with safe means of access and egress.
- V. Provide and maintain a working environment that is, safe, without risk to health, with adequate facilities and arrangements for employee's welfare at work.

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VI. Provide both SRC and the Contractor's Representative with copies of all documents, certificates required by SRC before the commencement of the Contract Work.

3.3 CONTRACTOR'S REPRESENTATIVE

- I. Will review the Procedures with the SRC Representative before the commencement of the Contract Work and ensure that these methods are safe and without risk to health.
- II. If requested to do so, prepare written safe systems of work for parts or all the Contract Work.
- III. Ensure that all documents and certificates required by SRC are made available to the SRC Representative before the commencement of the Contract Work.
- IV. Supervise all aspects of safety during the Contract Work and resolve any safety concerns or issues that arise.
- V. Make arrangements for an authorised deputy to perform their responsibilities during any absence and notify the SRC Representative of the deputies relevant contact details.

3.4 CONTRACTOR'S EMPLOYEE(S)

- VI. Follow the training they have received.
- VII. Take reasonable care for the health and safety of themselves and of other persons who may be affected by their acts or omissions.
- VIII. Co-operate with their employer on health and safety.
- IX. Bring to the attention of the Contractor's Representative or SRC Representative if they think the work or inadequate precautions are putting anyone's health and safety at serious risk.
- X. Must not intentionally or recklessly interfere with or misuse anything provided in the interests of health, safety, or welfare

4 PROCEDURE

4.1 GENERAL

- I. Before commencement of the Contract Work, SRC and the Contractor shall give the names of the relevant person/s appointed by each of them to be its representative with responsibility for the Contract Work's Safety Health and Environmental aspects.
- II. Contractors will be given access to the SRC Safety Health and Environmental Rules for Contractors document before starting the Contract Work to enable them to plan and budget following SRC's Standards.
- III. Where practical, the SRC Representative and the Contractor's Representative will discuss and agree on all Safety, Health and Environmental aspects of the Contract before the commencement date.
- IV. Where this is impracticable, agreement shall be reached before the commencement of each part of the Contract Work.
- V. The Contractor's Representative will notify the SRC Representative of the names of all the contractor's employees who will be involved in the Contract Work.
- VI. The SRC Representative will make arrangements for all the contractor's employees to receive an SRC induction before arriving on site.
- VII. On arrival at SRC's premises on the day that the Contract Work begins, the Contractor's Representative will be met by the SRC Representative.
- VIII. The Contractor's Representative will notify SRC Representative of the names of any additional Contractor's Employees who will be working on-site during the Contract Work. SRC Representative will make arrangements for them to receive the induction.
 - IX. Once inductions are complete and any relevant training or test/inspection certificates requested by SRC Representative are received, the Contract Work may commence.

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4.2 PROJECT MANAGEMENT

For construction projects, major refurbishment and some demolition work activities are conducted simultaneously and often over an extended period of time, bringing the Contract under the Construction Design and Management Regulations.

Implementing the Construction Design and Management Regulations requires a far greater degree of planning than would be the case if a work activity were carried out in isolation. Therefore, in addition to the requirements specified above, Contractors will be asked to provide the following information in advance: -

- A copy of their Health and Safety Policy and relevant risk assessments.
- Details of managerial and supervisory arrangements during the Contract Work showing the allocation of responsibilities and reporting relationships (including arrangements between Main Contractor and Sub-Contractors).
- A safety file including plans for specified phases of the project. This may include full details of safety procedures, safety equipment, personnel skills and training, a description of the hazards or safety problems identified, and the proposed precautions.

When the above information has been received, the SRC Representative will arrange a project safety planning meeting(s), to approve the proposed arrangements. Representatives from SRC and the Contractor will study, in detail, each phase of the project and agree on the precautions and procedures.

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SAFETY RULES FOR CONTRACTORS

5.1 GENERAL SAFETY RULES

The following General Safety Rules apply to all employees, contractors and visitors at Company locations.

I. Everyone must sign in and out of the site. Anyone carrying out work on site must complete the full induction.

II. VEHICLES

- Must be reversed parked in the car park
- If authorisation is given to drive on site flashing beacons must be used
- The traffic Management Plan must be adhered to and access routes kept clear
- There is a site speed limit of 15 mph which must be adhered to at all times, this may change depending on weather/ site conditions.

III. PPE

The minimum requirements on all sites operated by SRC are:

Hard hats – these must be in date (EN397)

Orange hi-visibility vest or jacket (min EN471 Class 2)
 Orange hi-visibility trousers (min EN471 Class 1)
 Lace up safety boots (EN ISO 20345)

Certain areas may require additional PPE such as:

Suitable PVC gloves

Safety Glasses (EN166)
 Hearing Protection (EN352)
 Respiratory Protection (FFP3)

IV. TRAINING & QUALIFICATIONS

Evidence of training and competence must be provided by you prior to starting work such as CSCS, CPCS or equivalent health and safety awareness training

IF YOU HAVE NO PROOF OF COMPETENCE, YOU WILL NOT BE ALLOWED TO WORK ON SITE!

V. SRC have a zero tolerance to health and safety infringements. Failure to work safely will result in you being dismissed from the site.

VI. RISK ASSESSMENTS & METHOD STATEMENTS

- Risk assessments are required for any work where there is a foreseeable risk to health and safety
- · High risk activities require method statements and a permit to work in addition to risk assessments
- All documents forming the Safe Systems of Work must be approved by the SRC Health & Safety prior to coming to site
- SRC operates a LOTOTO (Lock Out, Tag Out, Try Out) procedure. If you are going to work on a piece of equipment whilst on site you must lock off prior to carrying out any work. If an item of equipment is locked off, do not attempt to use it.

VII. INCIDENTS

ALL unsafe conditions, near misses, incidents and accidents MUST be reported straight away to the Site Management or the Weighbridge.

VIII. SAFETY RULES

- Keep walkways clean and clear; keep all other workings areas cleaning and tidy
- Keep to designated pedestrian walkways at all times.
- Comply with all signs on site.
- Smoking is not permitted inside buildings or near any refuelling tanks.
- Use of mobile phones must be kept to a minimum whilst out on site. If you need to use your phone to make or receive a call keep it short and stay clear of any traffic routes.

IX. GENERAL INFORMATION

- Welfare facilities are available on site.
- First aiders and first aid kits are available on-site in the Weighbridge.
- Fire assembly point is located near the site entrance by the front gate.
- Random drug and alcohol testing is carried out by SRC and you may be asked to take a test.
- Everyone, Think Safety, Act Safely, if in doubt, stop, look, assess and manage.

X. PLEASE SEE HAZARD BOARD FOR CURRENT HAZARDS

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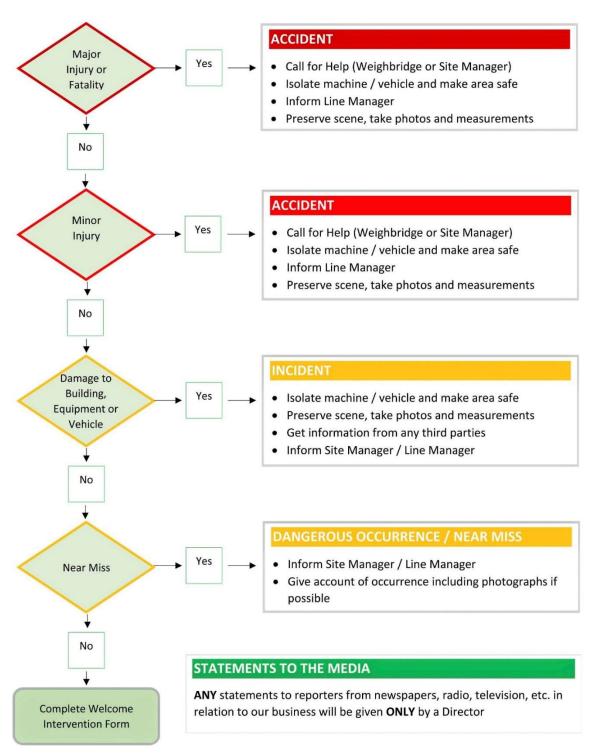
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SAFETY, HEALTH & ENVIRONMENTAL RULES

EMERGENCY PROCEDURES

6.1 NEAR MISS, INCIDENT, AND ACCIDENTS

All near misses, incidents, and accidents must be reported using the following SRC emergency procedure and also to the SRC Representative.



The Contractor's Representative must also comply with the Reporting of Injuries, Diseases and Dangerous Occurrence Regulations. A copy of any notification sent to the Health and Safety Executive must be forwarded to the SRC Representative.

Contractors must provide first aid provision and a suitably qualified person to undertake first aid in case of an accident.

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6.2 FIRE:

In the event of a fire, Contractor's Employees should follow the standard emergency procedure on the site. These will be explained at the initial safety induction:

- I. Under no circumstances should a Contractor's Employee place themself at risk to fight a fire.
- I. Where fire extinguishers are used, work should not recommence until a suitable number of charged fire extinguishers are on site.

6.3 WARNING OF HAZARD:

I. Any circumstances known to a Contractor's Employee that might increase risk to persons or property damage must be reported immediately to the SRC Representative.

6.4 ISOLATION

All Contract Work involving items of machinery or other installations will be subject to the requirements of the Lock-out, Tag-out, Try-out, Procedures.

These procedures ensure that all electrical power is securely isolated, residual and stored energy such as hydraulics, pressure vessels, sumps or electrically charged conductors is dissipated where danger could arise due to persons encountering moving parts of machinery, pressure systems or volumes of fluid or powder.

All work involving isolation requires a permit to work, and contractor's employees who may be exposed to such dangers in the course of Contract work will have these procedures explained in detail and may, on request, obtain copies of them.

6.5 WORK AT HEIGHT & FRAGILE SURFACES

If the Contract Work includes any Work at Height or on Fragile Surfaces, it is the responsibility of the Contractors to notify the SRC Representative. If a Permit to Work is required, the SRC Representative will issue it to the Contractor's Representative after ensuring that all control measures have been complied with.

The contractor must follow the requirements of the Work at Height Regulations 2005 when planning work:

- Avoiding Work at Height
- II. Preventing Falls Through the Existing Workplace
- III. Preventing Falls Through Collective Equipment
- IV. Preventing Falls Through PPE
- V. Minimising Distance Through Collective Equipment
- VI. Minimising Distance Through PPE
- VII. Minimising Consequences Through Collective Equipment
- VIII. Minimising Consequences Through Instruction and Training

Thorough consideration must be given to the provision of safe access and rescue procedures.

In all cases where there is work overhead or over roadways, suitable signs and barriers must enclose the area. These barriers must be of good construction, sound material and adequate strength.

Tape or bunting is NOT an acceptable barrier.

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6.6 LIFTING OPERATIONS

- I. All lifting operations must comply with the Lifting Operations and Lifting Equipment Regulations (LOLER).
- II. All persons using lifting equipment must be adequately trained for the work they are undertaking. All training certificates must be made available for inspection before the commencement of the Contract Work.
- II. Adequate precautions must be taken to prevent persons not involved in lifting operations from being exposed to dangers arising from them.
- III. All lifting equipment used at SRC premises must have a valid test/inspection certificate and be visually checked for defects before use.
- III. Contractors wishing to use any parts of SRC's plant, equipment, or buildings, such as lifting beams, must obtain approval from SRC Representative before doing so.

6.7 EXCAVATIONS

Where any work involves excavations, the SRC Representative will issue the Contractor's Representative with a "Permit to Dig" on receipt of appropriate surveys and soil testing.

- I. The SRC Representative will provide a site services plan and agree on a safe system of Work with the Contractor's Representative.
- II. Where it is foreseeable or identified that there may be underground services, the contractor will undertake a full survey involving scanning and test holes to ensure adequate precautions are taken to control the risks associated with the excavations and any buried services.
- III. All excavations in which men are working must be adequately shored against collapse. All excavations must be protected with substantial barriers and, subject to a risk assessment, may require amber flashing lamps during the hours of darkness. The surrounding areas must be maintained in a tidy state, and loose materials should not be allowed to obstruct roadways, gangways, or the working area.
- IV. Damage to electrical cables or gas pipes, however slight, can lead to hazardous conditions and must be reported to the SRC Representative immediately.

6.8 MOBILE PLANT

- I. Where mobile plant is to be used for Contract Work the Contractor must comply with any local Safe Systems of Work, and relevant HSE guidance on workplace transport safety.
- V. All operators of work equipment must have received suitable training, instruction, and supervision and, where relevant, hold in date certification such as CPCS, CSCS, or equivalent.
- VI. All mobile plant must be in good working order and inspected daily. A daily inspection checklist must be used which shall, if requested, be made available to the SRC Representative.
- VII. Contractors who provide mobile plant which is used for the purpose of lifting operations shall, provide a copy of a current test certificate with the mobile plant before it is used on site.

6.9 HOT WORK

Common types of hot work include burning, welding, and grinding. If the Contract Work includes any Hot Work, it is the responsibility of the contractor to notify the SRC Representative. If a Permit to Work is required, the SRC Representative will issue it to the Contractor's Representative after ensuring that all control measures have been complied with.

6.9.1 GAS WELDING AND BURNING

- I. All acetylene cylinders must be equipped with flash back arrestors during use.
- IV. All torches must be fitted with check valves.
- V. Cylinders should only be moved about Company Premises on properly designed trolleys, stored in an upright position and securely tied or chained to prevent falling.

6.9.2 ELECTRIC ARC WELDING

I. Welding screens must be provided by the contractor and used wherever practicable.

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- VI. When working in a quarry, the nominal line voltage applied to an arc welding electrode holder shall not exceed 85 volts ac or 100 volts dc.
- VII. Welders are not exempt from SRC's mandatory hard hat policy and should therefore be provided with a suitable hat and welder's visor combination

6.10 ENTRY INTO CONFINED/ENCLOSED SPACES

All Contract Work involving confined/enclosed space entry requires a comprehensive risk assessment identifying the hazards present, assessing the risks and determining what precautions to take. This process will include the Contractor's Representative and SRC Representative before a confined spaces permit can be issued.

- I. Precautions must be taken to ensure that the confined space is at atmospheric pressure, that it is isolated from process pipework and that appropriate electrical isolations have been made as part of the lock-off (LOTOTO).
- VIII. Precautions must be taken to ensure that dangerous concentrations of gases, vapours or fumes do not occur within confined spaces, which could give rise to asphyxia or fires/explosions, or chronic health problems.
- IX. Precautions must be taken to prevent the risk of persons falling into confined spaces or falling whilst inside confined spaces.
- X. Arrangements must be made for the provision of suitable, safe, and adequate lighting, effective means of communication, a rescue procedure prepared, and equipment provided for retrieving an injured person.
- XI. Persons working in confined spaces must be trained in both working and rescue and be monitored from outside.
- XII. Special consideration must be given to eliminating the risk of electric shock arising from the use of portable electric tools, lamps, welding equipment, particularly in "confined conductive spaces

6.11 WORKING OVER & NEAR WATER

Any work undertaken adjacent to or over water by contractors will be planned and organised following the requirements of the Docks regulations, Working at Height Regulations and the Confined Spaces Regulations.

Before work over water can commence, the SRC Representative and the Contractor's Representative must agree on a written safe system of work. No work may commence over water unless the SRC Representative has issued a Permit to Work.

The safe system of work must cover the following items: -

- I. A safe means of access, the provision of safety equipment to prevent personnel falling into the water and rescue equipment considered which may include life jackets and buoyancy aids.
- XIII. Training of all workers in the hazards and wearing of rescue equipment and the safe systems of work.
- XIV. All safety devices must be examined daily with records kept by the contractor to ensure that they are in good condition and working correctly.

6.12 COSHH

The following substances are brought to contractor's attention in accordance with SRC's obligations under the COSHH Regulations.

6.12.1 DUST

At the design stage, methods should be chosen to avoid creating dust. Where dust cannot be avoided, dust suppression should be used in preference to extraction. Where the risk from dust cannot be completely removed, the use of Personal Protective Equipment may be required as well.

- I. Contractor's employees are required to wear suitable eye protection, protective clothing and appropriate masks whenever contact with dust may occur.
- II. Cement and clinker dusts contains chromium compounds, which can cause dermatitis in sensitised individuals. It is recommended persons with a history of allergic (chromium) dermatitis should not work at SRC's premises.

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- VIII. Silica dusts are widely found in cement and aggregate processes. The creation of dusts should be avoided using alternative methods such as block splitting, minimised or suppressed at course.
 - IX. Where contractors are involved in work where crystalline silica dust may be present or created, individuals must be provided with and wear a dust mask in accordance with EN149 FFP3 SL.
 - X. Cleaning processes must be assessed to ensure dusts are not re-distributed by using suitable methods and equipment such as damping down waste or using an M class hoover

6.12.2 OILS AND GREASES

A wide variety of oils and greases are used at SRC premises. Contractors required to work with or encounter them should request a Material Safety Data Sheet from SRC Representative.

6.12.3 ASBESTOS

This may be found on sites where contractors are working.

SRC will notify the contractor at tender of any possibility of asbestos and provide a copy of the asbestos register/results of an asbestos survey.

Where the presence of asbestos is suspected, work must be stopped until suitable precautions are put in place.

6.13 PERSONAL PROTECTIVE EQUIPMENT:

The following table shows the specification of personal protective equipment required for Work on SRC's premises.

PPE	ТҮРЕ	MANDATORY IN THESE AREAS OR FOR THESE WORK ACTIVITIES		
Hard Hat	EN 397	All areas		
High Visibility Garment	EN471 (Class 3 for ensemble)	All areas		
Safety Shoes / Boots	EN ISO 20345	All areas		
The following items may be required in certain areas or during specific periods on SRC sites. Sufficient quantities of disposable items e.g. dust masks, must be provided to last the duration of the Contract Work.				
Gloves		 As required by Contractors Risk Assessment or COSHH Assessment When directed by the SRC Representative or Site Manager 		
Safety Glasses	EN 166	 As required by Contractors Risk Assessment or COSHH Assessment When directed by the SRC Representative or Site Manager 		
Ear Defenders	EN 352:1993	 As required by Contractors Risk Assessment In hearing protection zones When directed by the SRC Representative or Site Manager 		
Dust Mask	A) EN149 FFP2 B) EN149 FFP3	 As required by Contractors Risk Assessment In recycling, Readymix, Redyblock zones When directed by the SRC Representative or Site Manager 		

WELDERS' VISORS

Welders are not exempt from SRC's mandatory hard hat policy and should therefore be provided with a suitable hat and welder's visor combination.

OVERALLS

Overalls are not compulsory throughout SRC. They are recommended and, in some areas, are mandatory.

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6.14 ELECTRICAL INSTALLATIONS

- XV. The contractor must plan all work before any work starts. The Contrasctors Representative will liaise with the SRC Representative on a regular basis.
- XVI. All electrical work shall be undertaken in compliance with the Electricity at Work Regulations and BS 7671:2018 SRC may require written method statements if the contract is large or of a technically complex nature. Any deviation from the agreed method of work must be approved by the SRC Representative before work takes place.
- XVII. All contractors employed will be competent with respect to the work to be undertaken. Proof of competency must be provided upon request. This proof may take the form of nationally recognised standards, such as C&G 2382 certification.
 - I. Before the commencement of any electrical work a Permit to Work must be issued.

6.15 CONTRACTOR'S VEHICLES

SRC Representative must give permission before any Contractor's vehicles i.e. cars and vans, are allowed on any part of SRC's site other than in designated car parks.

Any Contractor who drives a vehicle must hold a valid driving licence appropriate to the class of vehicle used. The vehicle must be roadworthy and have a flashing beacon.

6.16 DANGEROUS SUBSTANCES:

Permission must be obtained from SRC Representative before any flammable, explosive, toxic, corrosive, or radioactive substances are brought onto or used on SRC premises. Contractors must provide the SRC Representative with copies of material safety data sheets for all substances brought on site.

6.17 OVERHEAD POWER LINES:

SRC Representative must be consulted and must approve a Safe System of Work and make any special arrangements to ensure that the Contract Work does not give rise to danger where contractor's may be working in the vicinity or passing underneath overhead power lines,

6.18 PORTABLE PLANT AND POWER TOOLS:

- I. All portable plant and power tools brought on to Company premises must be in good working order and properly guarded under the Provision and use of Work Equipment.
- XVIII. Electric hand tools shall be suitable for operation at not greater than 110 volts ac, and where portable transformers are provided the secondary winding shall have the centre point earthed.
 - XIX. Where possible preference should be given to cordless power tools and double insulated equipment.
 - XX. Flexible leads and plugs must be kept in good condition and SRC may require the inspection test certificates for all electrically related equipment to be used on site.

6.19 SITE CABINS & WELFARE:

- I. SRC will provide a suitably rated electricity supply (specified at order) for general services. At the point of any supply the contractor shall provide a suitable residual current device.
- XXI. Before the connection of any service, If requested the contractor will provide an inspection certificate.
- XXII. All site cabins will comply, where required, with HSE Guidance on the Provision of welfare facilities as laid out in the Construction Design and Management Regulations

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ENVIRONMENTAL REQUIREMENTS FOR CONTRACTORS

7.1 GENERAL

- I. SRC is an environmentally responsible company and all Contract Work carried out must conform to the requirements set out in its Environmental Policy Statement and any site-specific conditions.
- II. All Contractors shall be made aware of the importance of environmental issues at the site. The contractor shall be required to demonstrate a proactive attitude to environmental standards. Environmental considerations are required to be an integral part of agreed method statements.
- III. In an emergency, the contracting organisation shall immediately inform the nominated Company Representative of the nature of the problem and (any) actions taken.

7.2 WASTES

All waste produced by the contractor's shall be re-used or recycled wherever practicable or disposed of in an appropriate controlled manner which shall be agreed with SRC as part of the project plan.

7.3 HOUSEKEEPING

Contractors shall ensure that all areas are maintained, free from accumulated debris or waste.

7.4 SPILLAGES/LEAKS

- I. The contractor shall take measures to prevent accidental spillage of substances and to contain if they occur. Bunding and drip trays shall be used wherever appropriate.
- IV. All items of plant and storage vessells shall be maintained in good condition and regularly inspected for leaks. The storage of fuel and other potential pollutants shall be in suitable, secured bunded tanks to prevent accidental releases or interference from unauthorised persons.
- V. If spillage or leak should occur, it shall be reported immediately to SRC Representative.

7.5 DUST

At the design stage, methods should be chosen to avoid creating dust. Where dust cannot be avoided, dust suppression should be used in preference to extraction.

7.6 NOISE

The contractor shall take all appropriate measures to limit noise levels as a result of its undertaking.

7.7 HAZARDOUS SUBSTANCES

The contractor shall notify SRC Representative and obtain SRC's consent before any substances that could be harmful to health and the environment are brought onto site. Information, in the form of a material safety data sheet, giving environmental effects of the substance(s), together with control measures required for use, shall be provided.

7.8 METHOD STATEMENTS

- I. A method statement describing how the Contract Work is to be carried out shall be agreed with the SRC Representative before commencement of work.
- VI. The method statement shall address all potential environmental problems foreseen and give means of prevention, together with actions to be taken in the event of an environmental incident. Items 2 to 7 above shall be addressed in detail.

7.9 MATERIALS MOVEMENT OFF SITE

- I. Contract hauliers or delivery vehicles carrying supplies, fuel, raw materials or intermediate products, shall, wherever specified, follow designated preferred routes to/from site.
- VII. Where open tipping vehicles are used, loads shall be suitably sheeted or secured to prevent spillage on public roads.

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DATE

SAFETY, HEALTH & ENVIRONMENTAL RULES

8 ACCEPTANCE OF SAFETY RULES				
SITE				
CONTRACT WORK				
ORDER NUMBER				
I hereby confirm that the safety, health and environmental rules applying to the Contract Work have been explained t my satisfaction and I agree to abide by them.				
NAME OF CONTRACT COMPANY				
NAME OF CONTRACTORS EMPLOYEE				
SIGNATURE OF CONTRACTORS EMPLOYEE				
TIME				
DATE				
NAME OF COMPANY REPRESENTATIVE				
SIGNATURE OF COMPANY REPRESENTATIVE				
TIME				

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