

Washingtons Movers Safety Management Plan

This is a Safety Management plan for Washingtons Movers, a moving company that handles residential, and commercial relocation. To ensure that everything is handled properly, we have a list of rules and task completed daily, monthly, and yearly. This plan is managed and enforced by Leland Washington, the owner of the business, who has 10+ years experience in the relocation industry. These policies will be reviewed monthly with safety meetings, and also handled with on the job training and an orientation for any new hire, as well as a copy of this document given to each employee during orientation for review when they are hired on. This will address all violations that occurred.

- **Hiring, Training, and Retention Process for Employees**

During the orientation process, these key things will be gone over with each new employee. These things will also be reiterated on the job by already trained drivers. Each new driver will be on the job with another trained driver for two weeks.

1. Truck loading safety and system
2. Truck morning inspection (Including lights check, fluid check, mirror check).
3. Dollar raise after three months of work without incident for full time employees.
4. Required documentation for driver qualification file (Drivers abstract, medical card, scan of license).

5. Proper method for recording driver hours (For drivers).
6. Disciplinary procedures (Based on what problem occurs, suspension from work after 3rd warning, which is handled by Leland Washington).

During time of inspection these are the violations that occurred, the reasons why, and what has been done to fix them that fit into this category.

1. 49 CFR 391.45(a): Using a driver not medically examined and certified. Leland Washington and Joshua Vincent did not have medical cards during this period. Mr. Washington was unaware that his was expired and once that was discovered, went to get a new one immediately. To remedy this, we have made sure to keep a proper drivers qualification file, with dates entered into google calendar for when the card needs to be renewed. Mr. Vincent had lost his medical card when he had his wallet stolen. We had tried to contact a former employer for a copy of it, but they could not find it in their records. We have gone in and gotten a new medical card which now has been copied and is to be kept properly in the drivers qualification file, so no mistakes like this happen again.
2. 49 CFR 391.51(a): Failing to maintain driver qualification files for each driver employed. Leland Washington and Joshua Vincent did not have proper driver qualification files during the inspection. This was do to lack of proper knowledge on what needed to be in there and has been address and any discrepancies have been corrected. Now the driver qualification file will be reviewed and if need be updated every year on the 1st of March (Was recently reviewed and updated in march, so it leaves some time to get everything in order when things need to be updated).
3. 49 CFR 395.8(a): Failing to require driver to make a record of duty status. As discussed with Sandra Yeoman, we were unaware that

driving hours had to be recorded for local moves. We have since equipped the truck with sheets of drivers hour logs and have been keeping them since. They are to be filled out at the end of the day everyday by Mr. Washington and Mr. Vincent.

7. Equipment Inspection, Repair, and Maintenance

All of the equipment (trucks only) inspections will be reported to Leland Washington, to determine a time to have anything repaired. All of the repair, and scheduled maintenance appointments will also be handled by Leland Washington. This will go on to describe the process that everything will be done. The equipment that will be managed is referring to Non-CDL required straight trucks, used for relocation of household goods.

- Before any truck goes out, a fluid check, lights check, and a hearing test will be done to ensure a safe trip.
- As the truck is parked a check to see if there are any leaks after the truck is warm and has been driving (when fluids get warm they can make way through the seals easier, so it's best to inspect warm and cold).
- All recommended scheduled maintenance is done to the suggested time/miles from Harris Isuzu, and entered into the google calendar of Leland Washington.
- If any need for repair is reported by a driver to Leland Washington, he will make an appointment to have it fixed.
- All maintenance and repairs receipts will be documented in a truck maintenance file.

During the inspection, these are the violations that occurred and what we have done to fix them from happening again.

1. 49 CFR 396.3(b): Failing to keep a minimum record of inspection and maintenance. We had failed to show some of the maintenance recorded as it was Mr. Washington that has been doing some of the little things (Oil changes, filters, etc.) and it was not properly documented. We since then have started bringing the truck to Harris Isuzu to have almost all work done, to ensure we are keeping proper record.
2. 49 CFR 396.17(a): Using a commercial vehicle not periodically inspected. During this time, things have been hecktic with our truck, we ended up needing a new engine that took about 8 months to put in. I was not aware that it needed a inspection form other than the DOT inspection. Now, the truck has been in and out of the shop the last few weeks, fixing everything, so that we can have a clean annual inspection done soon.

- **Management Systems**

This will describe the method that Washingtons Movers stays in compliance with FMSCA rules and regulatations to make sure the company is staying safe for operation. This method will be handled by Leland Washington.

- All hours of service are recorded to make sure we are in compliance with required off-duty times and driving hours.
- All drivers will driving record will be audited each year to ensure in is kept current (audit in March every year, input in google calendar to ensure upkeep).
- All trucks will be inspected by a walkaround of the truck a check for leaks, and lights at the beginning of each day with a two man crew.

Repairs will be recorded and reviewed in the truck maintenance file as well as a review on the 1st of each month to see if any repairs/maintenance need to be scheduled.

All records and documents will be kept by Leland Washington the owner to ensure that everything is operating up to par. Any questions from staff should be directed to him at the contact info below

Leland Washington

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