



IN THE

ZONE

NEW!

## Custom-Designed Traffic Control Drawings

Flagger Force recently developed an exciting new option for our customers by providing computer-generated designed traffic control drawings. State inspectors require these designed drawings for any job that is more complex (and thus potentially more dangerous) than a typical set-up. The plans are custom made for each job and ensure the safety of a set-up prior to hitting the road. Safety and Quality Advocate, Josh Foltz, one of the team members that develops the plans for clients of Flagger Force noted, "I feel it is beneficial for us to do these not only because it makes it easy for the client, but because we're involved throughout the entire process of a project."

"Designed drawings allow our clients, inspectors and field employees to familiarize themselves with a job before showing up on site. We can identify potential safety hazards and address them and make sure the work zone is as safe as possible."



Adding designed drawings to our service offering benefits current and potential clients by streamlining the planning process into a matter of hours and allowing 'one stop shopping' for the planning and execution of a work zone.

Safety and Quality Manager Matt Craley noted, "We're able to put our clients at ease when they know their traffic control is being handled by the experts at Flagger Force. Plus, we can provide a designed drawing turnaround in 1-3 business days from when it is requested, so the convenience factor is unparalleled."

**For more information about our designed drawings service, contact our corporate office at 888-312-3524.**



- **Take 1% of Today to be Safe Tomorrow... on page 2 and 3**
- **Call 211 for Local Aid ... on page 4**
- **Safety Driven Spirit ... on page 5**
- **Kudos - You're making us blush ... on page 6 and 7**



### CHECK YOUR TIRE PRESSURE

Next time you refill your gas, take 1% of your day to check your tires. This is especially important during this time of year when cooler weather causes your tire pressure to deflate. Not sure how much air should go in your tires? Tire pressures for all of our trucks are indicated on a decal on the “B” post of the driver’s door. That is the panel immediately to the right of the door with the decal being located below the latch towards the bottom of the post. Also, the proper pressure for any vehicle is noted in your owner’s manual.



It only takes a very small amount of your day to prepare for a safer tomorrow. One percent of 24 hours is just 15 minutes. Set aside just this short window of a quarter hour each day for safety. Here are some safety practices that take 15 minutes or less to complete.



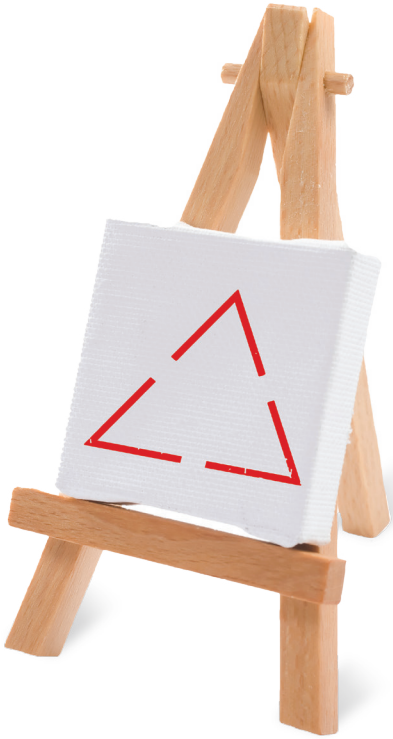
Nearly all gas stations have an air pump that also has a tire pressure gauge attached. We have tire pressure gauges available at our branch locations, too—just ask!

### THREE-POINTS-OF-CONTACT SYSTEM

Mounting or dismounting a large truck without hurting yourself seems simple, but many accidents involve this type of injury. The best way to prevent falling while getting into or out of a truck, tractor cab or heavy equipment is to follow the three-points-of-contact system.

Three-points-of-contact is exactly that – three of your four limbs are in contact with the vehicle at all times that you are entering or exiting it. That can be two hands and one foot, or two feet and one hand.

No matter what type of access system your vehicle or equipment has available, the three-points-of-contact system will significantly reduce the chance of a slip or fall because it allows you to maintain maximum stability and support when entering and exiting the equipment. The three points work to form a triangle, distributing your body’s weight at the center.



Remember, the only person who can prevent a fall is you. Here are some simple dos and don’ts to follow to avoid injury when entering or exiting a large vehicle or other construction equipment.



### SLIPS, TRIPS & FALLS

Most people have a friend or relative who has fallen, or maybe you’ve fallen yourself. Falls are the second-leading cause of unintentional death in homes and communities, resulting in more than 25,000 fatalities in 2009. The risk of falling, and fall-related problems, rises with age and is a serious issue in homes and communities. Take the time to remove slip, trip and fall hazards to keep your family safe.

#### COMMON LOCATIONS FOR FALLS:

- Doorways
- Ramps
- Cluttered hallways
- Areas with heavy traffic
- Uneven surfaces
- Areas prone to wetness or spills
- Unguarded heights
- Unstable work surfaces
- Ladders
- Stairs

#### FALL PREVENTION TIPS:

- Secure electrical and phone cords out of traffic areas
- Remove small throw rugs or use non-skid mats to keep them from slipping
- Remove tripping hazards (paper, boxes, toys, clothes, shoes) from stairs and walkways
- Periodically check the condition of walkways and steps, and repair damages immediately
- Never stand on a chair, table or other surface on wheels
- Clean up all spills immediately

### Do’s

- Always exit and enter your vehicle facing the cab.
- Slow down and use extra caution in bad weather.
- Get a firm grip on rails or handles with your hands.
- Use parts designed by the manufacturer for mounting and dismounting; this includes steps, running boards, traction strips, footholds, handgrips, etc.
- Look below for obstacles on the ground before exiting.
- Wear safe non-slip shoes with good support.
- Clean your shoes off; mud, grease and oil can cause you to slip.
- Inspect hand holds and ladders/rungs to ensure they are in good condition.
- Only climb on and off when the equipment is stationary.

### Don’ts

- Never carry anything with your free hand when mounting or dismounting; put the object on the vehicle floor and reach up for it when you get down on the ground.
- Don’t rush to climb out of your vehicle or machinery after a long period of sitting; climb down slowly to avoid straining a muscle or losing your balance.
- Never jump out of construction equipment or vehicles; you may land off balance or on an uneven surface and fall.
- Don’t use tires, wheel hubs or machine tracks as a step surface.
- Do not use door frames, door edges or door handles as a handhold.

# Call 211 for Local Aid



We recently released a new benefit known as the Employee Assistance Program - a service that offers phone-based counseling and support for anyone going through a tough time, as well as a wealth of resources to connect you with to meet your specific needs.

Did you know there is also a great community resource available to you, regardless of where you live? Dial 211 on any phone or visit [www.211.org](http://www.211.org) to access free, confidential local information, resources, and referrals for things such as food, housing, employment, health care, counseling and more. If nothing else, 211.org or dialing 211 is a great place to start your search for help!

## Accounting Update: Have You Logged in to Total Payroll?



Any employee with direct deposit or the Comdata Paycard can log in regularly to Total Payroll to view your current pay and hours worked from the previous week or any past pay history details.

[www.totalpayroll.com](http://www.totalpayroll.com)  
Need the instructions for how to set up an account?  
<http://www.flaggerforce.com/Blog/electronic-paystub-registration-guide/>

We know some of our employees had a challenge logging in to Total Payroll or setting up their accounts, so here are some helpful hints we've learned from troubleshooting these issues.

- 1 Use a computer for your first login/account setup. Although you can access Total Payroll from most web-enabled mobile devices, the account setup works best from a PC with Internet Explorer.
- 2 Ensure you have Adobe Reader installed on your computer - you will need this to access any pay details. Smart phone users can download an Adobe Reader app if they are unable to view PDFs on their mobile devices.
- 3 When prompted to create a password for Total Payroll, ensure your password is at least 8 characters long and consists of both numbers and letters.



## Did you Know...?

- 500,000 backing accidents occur annually
- 50,000 injuries and 200 deaths are attributed to backing accidents
- Backing accidents make up 16% of vehicle damage claims
- Many of these accidents occur in driveways



## What Can You Do to Prevent Backing Accidents?

- Complete a 360° "Circle of Safety" before operating any vehicle  
**Tip:** Do this while folding out mirrors on all Flagger Force pick-ups
- Always pull through or back into your parking spot  
**Tip:** If backing in, always use a spotter
- Make sure your vehicle contains an ice scraper
- Always clear ice and snow off your vehicle, windows, and mirror before operating
- All windows and mirrors should be clear and visible before putting vehicle into motion

## Safety Driven Spirit:

### Flagger Force Team Aids Unconscious Driver

While traveling on US 1 at the intersection of Route 152, on the way home from a BGE assignment on November, 6th, 2013, Tim Cook, an Advanced Crew Leader for Flagger Force, noticed a vehicle in his rearview mirror with no visible driver. Tim called back via radio to Stephen Maurer, a passenger in the Flagger Force truck behind him to see if he could see the driver. Stephen confirmed that the gentleman in the truck was indeed slouched over.

The entire Flagger Force team (which also included Stephanie Mays and Francis Walter) then sprung into action and shut down the turning lane where the vehicle in question was stopped to prevent a further accident from occurring.



Stephen called 911 for emergency paramedic assistance while the other crew members flagged down an off-duty police officer and a registered nurse to attend to the patient until rescue vehicles arrived. All in all, the attention to detail from our crew, and heroic willingness to help others in need likely helped save a man's life.

We are incredibly proud to see our team demonstrating our "We exist to make a difference" vision. Thank you to Tim Cook, Stephanie Mays, Francis Walter and Stephen Maurer for living out our Safety Driven Spirit. We plan to honor these individuals in an award ceremony in the near future. Follow our Facebook page to see photos of the award ceremony soon.



**Emmanuel Gonzalez** is great, he did one heck of a job out here today. I'd take him back anytime. - Sim Grimes from Morgan Rail

I would like to send out a special thank you to **Herman Black** who was helping with traffic control on the Lanark Milford project. Harlan Electric Co and PPL Electric Co were doing a joint safety site visit near the end of the day. When one the area school bus stopped at our work site, Herman made sure traffic was stopped and assisted a youth across the road and through the work zone, making sure of her safety and to the waiting arms of her mother. This kind of effort is the highest level of professionalism and I made contact with Herman and personally thanked him for going the extra mile. He returned my praise with a big smile and heart-filled hand shake. - Larry Green, Lanark Milford

Thanks to **Sarah Rodenizer, David Pearson, Rusty Miller, Megan Buccheri, Walter Thomas, Marie Wanamaker, Terri Rode** and **Derek Kadlec** who helped Michels Power with the I-84 crossing on Sat 10/5. Job well done! Everything went as planned. - Jeff Wittle from Michels Power

**Tristin Weyman** deserves an "Atta girl". I was in a pinch and needed to find an arrow panel for an emergency order in the middle of the night, but was out of ACLs to send, and it was raining, too. Tristin went above and beyond to help me get an arrow panel to the site even though she had requested the day off for personal matters. - Annette Clewell, Harrisburg Operations Specialist for Flagger Force

**Jamie Fought** is the best flagger I have ever had. She is very attentive, listens to what is needed and it has been a pleasure to have her on this site. - Donnie Hoffert with Brubacher Excavating

**Artemus Neil** and **Ethan Shipley** did great work today. Thank you for sending such great people to my site. The job was done well and everyone went home safely. The Flagger Force crew was very fluent in what they were doing and represent your company well. Again, awesome job! - Sean Baynard from BGE

Today, at approximately 1PM, my car broke down in a construction site operated by Flagger Force in Allentown. One of your personnel (**Mike Buser**) came to my aid, showed me what was wrong with my radiator and where to add coolant, and helped me get my car started again and to safety. He was great and saved me from being stuck in a bad section of Allentown. Please be sure to tell him I truly appreciated it. And thank you for hiring a great guy like Mike. - Emily Cruz, motorist

Today's (**Dale Matee, Kevin Sweger, Kevin Furman, Sarah Rodenizer, Brian Andrew, Derrick Terry, Deborah Harrison, Tracy Heiges, Rodney Barthalow, Travis Perry** and **James Karnes**) crew really did an outstanding job with the Blue Gray Half Marathon! The client was very pleased with today's services and thanked us for doing a great job! All crew members were on site 30 minutes prior to start time in their PPE and were ready to work with positive, upbeat attitudes. Their willingness and readiness to provide our client with outstanding service says a lot for the field staff and represents our company well. What an outstanding crew! I applaud and thank you and your team for their efforts in making this event a success! - Sarah Mackey, Quality Assurance Inspector for Flagger Force Baltimore

**Caleb Stork** and **Ralph Soto** were polite, courteous, very professional and represented the company well. Nice having them on the job! - Scott Gates from UGI

Yesterday I observed ACL **Ashley Wolfe** on a complex UGI Reading site. In an unfamiliar market, surrounded by an unfamiliar crew, she was placed in the center of the work zone, a position that controls the entire set up. She took confident command of the radio communication and conferred with the other members of the crew to make adjustments as needed throughout the day. Her attention to detail and awareness of her surroundings led her to observe and report an unsafe act from a fellow employee, following our protocol to report a concern to prevent further incidents from occurring. Ashley demonstrates the behaviors we strive to see in all of our teams in the field. - Jodie Weyandt, Field Supervisor for Flagger Force

Thank you to the Flagger Force team (**Beth Wilson, Marie Wanamaker, Tommy Henderson** and **Patrick Washington**) for a job well done. The project we had involved some critical components that needed to be done right the first time, and done on time. Your team did everything it said it would do, and did it professionally. From our initial contact with your firm to implementation in the field, we were extremely happy with your delivery. Thank you for being a member of our team and we look forward to working with you in the near future. A special thanks to **Marie Wanamaker**, she was definitely a leader on game day. - Lou Balmann from Two Brothers Contracting, Inc.



During a conversation with Vanessa Jagers (a recently hired Crew Member), she noted that of all the CLs/ACLs she had worked with, **Herberto Cortes** had been the most helpful in terms of explaining things, being thorough and courteous at all times! - Melissa Stark, Recruiter for Flagger Force Harrisburg

I happened to drive past **Brenda Hunt** and her crew on my way to work this morning. When I pulled up to Brenda, she was setting up a flagger sign and she and her crew were all active in their setup and looked very professional. She explained her setup in great detail to me and I couldn't help but be proud and feel that she is a great representative of Flagger Force. - Stephen Weihrauch, Assistant Branch Manager for Flagger Force Baltimore

Our foreman at 282 W. Street Rd., Kennett Square yesterday had nothing but compliments for your crew, **Craig Tull** and **Juana Jefferson**. Please pass on our compliments and thanks to your crew and management. - Tom Schmidt from Henkels & McCoy

**James Kaiser** did a fantastic job on our project in Princeton, NJ for the past two months! - Matt from GeoCleanse

**Derrick Kadlec** did an excellent job tonight and his setup was perfect. - Megan Buccheri, Advanced Crew Leader for Flagger Force

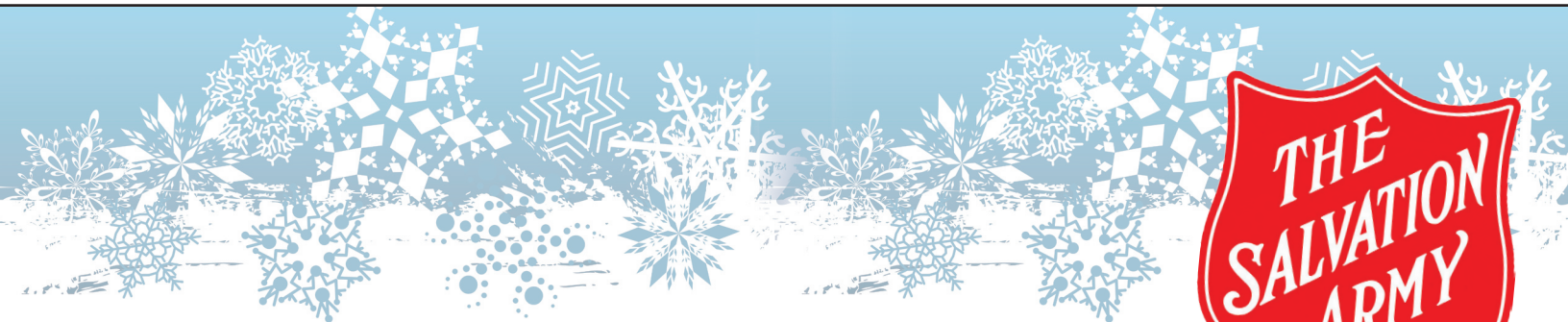




Corporate Headquarters  
8170 Adams Drive  
Hummelstown, PA 17036  
888.312.FLAG  
[www.FlaggerForce.com](http://www.FlaggerForce.com)



Want to receive this via email?  
Email [subscribe@flaggerforce.com](mailto:subscribe@flaggerforce.com).



The Flagger Force Foundation will again be hosting a Salvation Army angel tree in each branch. We will have tags on each of our trees to select and purchase new, unwrapped gifts for a child (or adult) in need as indicated on the tag. Specific instructions will be available at each branch, but please note that we will need to collect your name and contact information when you take a tag from the tree.

**Please let us know if you'd like to participate by stopping by your branch after Thanksgiving and selecting a tag!**

