



Exhibit 1

Butler Works

Safety & Health Program

Monthly Safety

Packet

July 2001

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SAFETY AND HEALTH STANDARD PROCEDURE

Title: **Qualifications for Operators of Mobile Equipment**

Procedure Number: **SHSP-0035-28**

Doc. Owner: **General Manager, Butler Works**

Effective: **4-10-01**

Signature:

Doc. Owner - Name: **Mark G. Tabler**

1.0 SCOPE

The purpose of this SHSP is to detail the procedures required for qualification as a mobile equipment operator.

2.0 PROCEDURE

2.1 Basic Types of Mobile Equipment

- 2.1.1 Ambulance
- 2.1.2 Bulldozers/Payloaders/Bobcats
- 2.1.3 Bus Type Vehicles
- 2.1.4 Fire Truck
- 2.1.5 Locomotives
- 2.1.6 Mobile Cranes
- 2.1.7 Motor Trucks (Pickup, Vans)
- 2.1.8 Passenger Cars
- 2.1.9 Aerial Lifts/Bucket Trucks



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2.1.10 Track Maintenance Equipment

2.1.11 Tractors (All Types)

2.1.12 Tractor Trailers

2.1.13 Yard Cranes

2.1.14 Powered Industrial Trucks (Mobile, power propelled trucks used to carry, push, pull, lift, stack, or tier material)

2.2 Qualifications

2.2.1 Has been selected by the proper authority.

2.2.2 Has passed a physical examination.

2.2.3 Has completed the Mobile Equipment rules and regulations orientation.

2.2.4 Was assigned to certain equipment and the operating instructions were covered.

2.2.5 Satisfactorily completed practical training.

2.2.6 Powered Industrial Truck operators are required to participate in a program which consists of a combination of classroom instruction (lecture, discussion, video tapes, and/or conference) and practical training (demonstrations and practical exercises by the trainee. Maximum allowable training period not to exceed four [4] weeks.).

2.2.7 Required Powered Industrial Truck training components and work related topics are listed in Sections 3.0 and 4.0 of this SHSP.



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- 2.3 The department training the employee is responsible for seeing that current mobile equipment rules and regulations are covered with the trainee.
 - 2.3.1 All training and evaluation shall be conducted by a designated person who has the requisite knowledge, training, and experience to train powered industrial truck operators and judge their competency.
- 2.4 After a trainee has successfully completed all the steps in the training program, they will be issued an operator's card signed by the following individuals:
 - 2.4.1 Plant Physician
 - 2.4.2 Supervisor providing the training
 - 2.4.3 Supervisor of Department/Maintenance Supervisor
 - 2.4.4 Operator
- 2.5 After a trainee has successfully completed all the steps in the training program, the following must occur annually:
 - 2.5.1 The Mobile Equipment Operator is to make an appointment at the Medical Department for his/her physical during their birth month.
 - 2.5.2 Should an employee be disqualified from operating a particular piece of mobile equipment for medical reasons, the Plant Physician will line through the approval section of the mobile equipment operator's card dealing with that type of equipment and initial the line. Any questions concerning the disqualification should be directed to the Plant Physician.



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- 2.5.3 A mobile Equipment Operator's card remains valid until the 15th of the month following his/her birthday. Any employee not meeting this requirement will not be permitted to operate the equipment beyond that date.
- 2.5.4 Each operator must participate annually in the Mobile Equipment Operator's Safety Review Program.
- 2.6 Only those employees who have a current operator's card and licensed in the state of Pennsylvania shall be assigned to operate Mobile Equipment. A driver's license is not necessary to operate mobile equipment if the equipment is not driven on plant or municipal roadways and the operator is appropriately trained.
- 2.7 All employees who drive motor vehicles (owned, leased, rented, or personal) in the course of their employment, must have the appropriate, valid Pennsylvania Motor Vehicle Operator's license. This shall be verified annually and noted on the individual's S.C.R. card or an approved record keeping form by the employee's supervisor.
- 2.8 An operator will not be permitted to operate AK Steel equipment on plant or municipal roadways during a period while their Pennsylvania "Operator's License" is suspended or revoked. Convictions for driving under the influence of alcohol or other controlled chemical substances must be reported to the supervisor.
- 2.9. Operators shall operate their vehicles in strict conformance with all the provisions of the State Motor Code, both inside and outside the plant, paying particular attention to the regulations covering:
- 2.9.1 Seat belt use (required)
 - 2.9.2 Stop signs
 - 2.9.3 Speeding



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- 2.9.4 Reckless driving
 - 2.9.5 Overloading
 - 2.9.6 Condition of Vehicle
 - 2.10 Operator must use all safety equipment as prescribed by Management.
 - 2.11 Annually, all employees who operate mobile equipment/vehicles must review this SHSP as well as SSP-0060-8, SSP-0060-27, SHSP-0035-19, and the section covering vehicles and mobile equipment in the Safety and Security Handbook.
 - 2.12 It shall be the responsibility of the supervisors employing operators to see that these employees have a current operator's card. No operator may operate equipment in any department without the approval of department supervision. If any operator has not received adequate training on a piece of equipment to which they are assigned, it is the responsibility of the immediate supervisor to provide the necessary training. Motor trucks and bus type vehicles may be assigned to qualified people for limited use at supervisor's discretion.
 - 2.13 The supervisor shall not authorize, or order, the operation of a vehicle outside the plant in any manner or condition that constitutes a violation of the Pennsylvania Motor Vehicle Code, thus jeopardizing the operator's State License.
 - 2.13.1 In case of an accident on Company property involving damage to property or equipment not owned by AK Steel, the operator and their supervisor are responsible for reporting the incident immediately to the Security Department.
 - 2.13.2 In case of an accident on the street or highway, the operator and their supervisor are responsible for reporting the incident to the Safety Department.



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2.13.3 The operator of any motor vehicle involved in an accident resulting in death or personal injuries in any degree shall, within twenty-four hours, forward a report to the appropriate State Agencies. Failure to report accidents may result in suspension of operator's license.

2.13.4 Refresher or remedial training shall be provided when there is reason to believe that there has been unsafe operation, when an accident or near miss occurs, or when an evaluation indicates that the operator is not capable of performing the assigned duties.

2.14 Due to the nature of their training and experience, Maintenance and Service personnel are authorized to operate equipment covered by this SHSP for repair and maintenance work. They, however, must satisfy the initial Powered Industrial Truck training annual review described in 2.11 and annual physical requirements.

2.15 All other AK Steel Mobile Equipment Operators not listed in Section 2.1 must conform to Sections 2.6 through 2.11 of this SHSP.

2.16 Only those employees with a current Operator's card are permitted to operate the equipment listed in this SHSP.

2.17 Certification

2.17.1 The employer shall certify that each operator has received the proper training, has been evaluated as required by this paragraph, and has demonstrated competency in the performance of the operator's duties. The certification will include the name of the trainee, the date of the training, and the signature of the person performing the training and evaluation.

2.17.2 Each department shall be responsible for retaining the training records of each employee.



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3.0 POWERED INDUSTRIAL TRUCK TRAINING COMPONENTS

- 3.1 Training shall include all operating instructions, warnings, and precautions for the types of Powered Industrial Trucks the operator will be authorized to operate.
- 3.2 Similarities to, and differences from, the automobile
- 3.3 Controls and instrumentation: what they do and how they work
- 3.4 Power plant operation and maintenance
- 3.5 Steering and maneuvering
- 3.6 Visibility (including restrictions due to loading)
- 3.7 Vehicle capacity
- 3.8 Vehicle stability
- 3.9 Vehicle inspection and maintenance
- 3.10 Refueling or charging, recharging batteries
- 3.11 Operation limits
- 3.12 Any other operating instructions, warning, or precaution listed in the operator's manual for the type of vehicle which the employee is being trained to operate.

4.0 WORKPLACE RELATED TOPICS

- 4.1 Surface conditions where the vehicle will be operated.



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4.2 Composition of probable loads and load stability.

4.3 Load manipulation, stacking, unstacking.

4.4 Pedestrian traffic.

4.5 Narrow aisles and other restricted places of operation.

4.6 Operating in hazardous classified locations.

4.7 Operating on ramps and other sloped surfaces that could affect the stability of the vehicle.

4.8 Other unique or potentially hazardous environmental conditions that exist or may exist in the workplace.

4.9 Operating the vehicle in closed environments and other areas where insufficient ventilation could cause a build-up of carbon monoxide or diesel exhaust.

5.0 REFERENCES

5.1 SHSP-0035-19

5.2 SSP-0060-8

5.3 SSP-0060-27

5.4 Safety and Security Handbook

lln/kms



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REVISION REGISTER:

| Date | Revision Description | Page No. | Initials |
|----------|---|----------|----------|
| 7-19-71 | Initial Issue | n/a | gwh |
| 10-22-93 | On file in Safety Department | n/a | gwh |
| 12-5-98 | Added Scope | 1 | lln |
| 12-5-98 | 2.4.1 Works Physician changed to Plant Physician | 2 | lln |
| 12-5-98 | 2.5.1 Plant Hospital changed to Medical Department, text modification pertaining to physical | 3 | lln |
| 12-5-98 | 2.6 Reference to Ohio, Zanesville deleted | 3 | was |
| 12-5-98 | 2.7 Reference to Ohio, Zanesville deleted | 3 | was |
| 12-5-98 | 2.8 Ohio deleted | 3 | was |
| 12-5-98 | 2.11 Standard Security Procedure #8 and 27 changed to SSP-0060-8 and SSP-0060-27; S.P.I. No. B-1.02-19 and B-1.02-28 changed to SHSP-0035-19 and SHSP-0035-28 removed "page 58", changed to "the section covering vehicles and mobile equipment..." | 4 | was |
| 12-5-98 | 2.13 Ohio deleted | 5 | was |
| 12-5-98 | 2.13.1 Plant Protection changed to Security | 5 | was |
| 12-5-98 | 2.14 S.P.I. changed to SHSP | 5 | lln |
| 12-5-98 | 2.15 Text modification regarding references | 5 | lln |
| 12-5-98 | 2.16 S.P.I. changed to SHSP | 5 | lln |
| 12-5-98 | Added References | 6 | lln |
| 12-5-98 | Put into new format | All | lln |
| 6-28-99 | 2.1.2 Deleted "Skyworker" | 1 | gww |
| 6-28-99 | 2.1.14 New section added | 2 | gww |
| 6-28-99 | 2.2.6 and 2.2.7 New sections added | 2 | gww |
| 6-28-99 | 2.3.1 New section added | 3 | gww |
| 6-28-99 | 2.7 "S.C.R.C." changed to S.C.R. card or an approved record keeping form" | 4 | gwh |
| 6-28-99 | 2.13.4 New section added | 6 | gww |
| 6-28-99 | 2.14 Text modification in last sentence | 6 | gww |
| 6-28-99 | 2.17 New section added | 6 | gww |



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|---------|--|----------|----------|
| 6-28-99 | 3.0 References changed to 5.0; new section added as 3.0 | 7, | gww |
| 6-28-99 | 4.0 New section added | 7,8 | gww |
| 6-28-99 | 3.0 References changed to 5.0 | 8 | gww |
| 7-13-99 | 2.1.2 Added Bobcats | 1 | lrd |
| 7-13-99 | 2.1.9 Skyworker changed to Aerial Lifts/Bucket Trucks | 1 | lrd |
| 7-13-99 | 2.1.10 Track mobile changed to Track Mtce Equipment | 1 | lrd |
| 7-13-99 | 2.11 Deleted reference to SHSP-0035-28 | 5 | gwh |
| 7-13-99 | 1.19 Deleted reference; 5.3 changed to 5.1; 5.1 changed to 5.2; 5.2 changed to 5.3; 5.5 changed to 5.4 | 8 | gwh |
| 1-19-01 | Modified headers and footers with new logos | All | lln |
| 3-24-01 | Changed Armco to AK Steel | 4,6 | kms |
| 4-10-01 | Changed Doc Owner Name from Dennis R. Wist to Mark G. Tabler | 1 | kms |