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**I AGREE**

## Introduction

The American Concrete Pipe Association's (ACPA's) Safety Task Group is pleased to present the ACPA's Safety and Compliance Manual for use by its membership. Preparation of this manual was a collaborative effort by the ACPA's Safety Task Group and is designed to assist the precast concrete pipe and products industry with a guide to compliance with Federal OSHA's Health and Safety Regulations. A safe work environment is a result of cooperation between regulatory agencies, management and employees. While the American Concrete Pipe Association is pleased to provide the industry with these guidelines, the American Concrete Pipe Association takes no responsibility or liability in claims resulting from companies and/or individuals who use or interpret the manual.

The Safety and Compliance Manual is made up of 25 Sections by topics. Each section is composed of topics, as follows:

1. **Policy** – The first section of each topic is the policy section. The policy section may be used as a corporate safety policy, including requirements and procedures.
2. **Annual Plant Review Documentation Form** – Following the policy section under each topic is the Annual Plan Review Documentation Form. The plant's safety coordinator should review each section yearly to ensure the manual is in compliance with current regulations.
3. **Lesson Plan** – The Lesson Plan should be used as curriculum for plant managers in conducting regular training seminars.
4. **English Reference Guide** – The Reference Guide could be used as a handout to employees for an easy reference tool on each subject. Each plant safety coordinator may print a copy for each employee.
5. **Spanish Reference Guide** – The Spanish Reference Guide is similar to the English Reference Guide for Spanish speaking employees.

## Helpful Hints In Using The Manual

- You need the latest *free* version of Adobe Acrobat. This manual will work with several earlier versions of ACROBAT, but to get the **best and fastest** results, you will need the latest version.
- When you open the TABLE OF CONTENTS.pdf, you will notice bookmarks on the left of the page. Clicking on any one of these will take you to that section. You can also move to that section by clicking on the title. In that section will be bookmarks on the left column that will take you any place in the section. Click on **BACK TO TABLE OF CONTENTS** to move to another section.
- In these sections, at the top left, you will notice the **WORD** or **EXCEL** boxes. By clicking on these boxes you will be able to open the original word or excel document.
- In these sections you will notice red outline  boxes. You can use your text tool to fill in these boxes. To remove the type in the boxes, you can click on the **CLEAR** button at the top right of the page. You may choose to print or save, if you save the filled in box, you can clear them any time in the future.