

LIGHT DUTY

Please be advised that Gray and Son, Inc. /Maryland Paving, Inc. offer light duty to all of our employees. Whenever one of our workers are injured on the job, we feel that it is imperative to the physical, emotional, and financial well being of the employee to remain active. As evidence of our commitment to our employee's well being, we have structured light duty requirements for the various crafts that are in our employ. It is our belief that given the chance, we can tailor light duty assignments for virtually any injury that may occur.

Below is a breakdown of departments and the light duty that is available to each.

Office Personnel

Department Managers
Estimators
Safety Personnel
Human Resources
Accounting
Superintendents
Secretaries
Dispatch

Light Duty includes work, which can be accomplished sitting or standing.

1. Computer work (Data Entry)
2. Answering phones
3. Research for estimating
4. Research for superintendents
5. Attend safety and health training
6. Drive car or pick-up with automatic transmission to deliver or pick up materials weighing less than 25 lbs.
7. Filing
8. Restock office/building or safety supplies
9. Make copies for various departments
10. Assist safety department with reviewing safety procedures.

Operators

1. Operate equipment with hand controls such as rollers
2. Operate equipment with hand controls with limited foot control required such as an excavator, hydraulic crane, track loader or dozer.
3. Assist foreman or superintendent with supervising a crew with minimal standing.
4. Assist foreman or superintendent tracking incoming and outgoing trucks, sitting in trailer or pick-up.
5. Assist mechanics with repairs; i.e. handing them wrenches or parts weighing less than 25 lbs.
6. Assist other operators by training them on different equipment, this can be accomplished by verbal communications, two-way radio (hand held portable) while sitting in a pick-up.

7. Assist Equipment Manager with field inspection on all types of heavy equipment. Requires riding in a pick-up, do walk around equipment visual inspections or sit in a pick-up and document deficiencies.
8. Attend Safety and Health training classes or equipment training classes, these classes would be of classroom setting where the employee could sit or stand as needed. Training would be delivered by lecture, video or computer based training.
9. Assist safety department with reviewing safety procedures.

Laborer

1. Flagging, this requires standing on pavement. Breaks approximately every two hours.
2. Perform non-strenuous laborer duties, such as operate remote controlled rollers, operate rollers with hand controls, skid steer leaders with hand controls or plate tampers.
3. Track incoming and outgoing trucks while sitting.
4. Top person on pipe crew, duties include rigging pipe and connecting the rigging to the excavator. Weight less than 25 lbs.
5. Assist Foreman, supervise site specific task such as confined space attendant which includes standing but allows the ability to sit and take air samples and document.
6. Assist survey department, requires standing, walking and sitting. Duties include carrying and holding survey rod, less than 10 lbs., and installing string line.
7. Clean maintenance office, shop and welding by. Cleaning could include sweeping, mopping, dusting and or cleaning windows.
8. Assist foreman or superintendent with paperwork. Includes driving stake body or pick-up truck with automatic transmission for deliveries and/or maintenance of traffic.
9. Cleaning of heavy equipment. This task requires climbing, standing and or sitting. This includes cleaning the cab and glass and/or shoveling dirt out of the tracks.
10. Picking up trash on the job site and/or at the job compound. This requires walking and bending. All items lifted can be limited to less than 10 lbs.
11. Assist safety department prepare for safety classes. This task includes setting up the training room and putting training manuals together, maximum weight to lift would be less than 10 lbs.
12. Assist safety department with reviewing safety procedures.
13. Attend safety and health training classes. The employee can stand or sit as required.
14. Assist parts/supply department with paperwork and supply requisition.
15. Assist safety department with reviewing safety procedures.

Dump Truck Drivers, Lowboy Drivers

1. Assist dispatch department with dispatching trucks. This task may include answering phones, collecting and documenting truck driver trip tickets.
2. Drive pick-up truck with automatic transmission and time truck routes.
3. Pick-up parts less than 25 lbs. and delivers them to mechanics using company pick-up with automatic transmission.
4. Attend safety and health training classes. The employee may stand or sit as needed.
5. Assist safety department with reviewing safety procedures.

Mechanics, Fuel Truck Drivers and/or Helpers, Tack Truck Drivers

1. Assist maintenance department with:
 - a. Data entry
 - b. Answering phones
 - c. Picking up parts with automatic transmission vehicle
 - d. Inspecting equipment
 - e. Assist mechanic with tools and parts weighing less than 25 lbs.
2. Attend safety and health training classes. The employee may stand or sit as needed.
3. Drive dump truck or roll-off truck.
4. Operate heavy equipment with hand controls.
5. Assist safety department with reviewing safety procedures.

Foreman and Superintendent

1. Supervise crew with the ability to sit in pick-up, vehicle equipped with automatic transmission.
2. Sit or stand in main office and review job plans, complete job paperwork, perform filing and assist operations manager.
3. Assist safety department with reviewing safety procedures and conduct job site safety visits.
4. Attend safety and health training classes. The employee may stand or sit as needed.

Office and Shop Runners

1. Pick-up and deliver parts and supplies weighing less than 25 lbs.
2. Assist dispatch and/or parts department stocking shelves.
3. General clean up of supply room and/or parts room.
4. Assist in cleaning buildings, sweeping, mopping, dusting and/or cleaning windows.
5. Clean company vehicles, washing and/or vacuuming.
6. Attend safety and health training classes. The employee may stand or sit as needed.
7. Assist safety department with reviewing safety procedures.