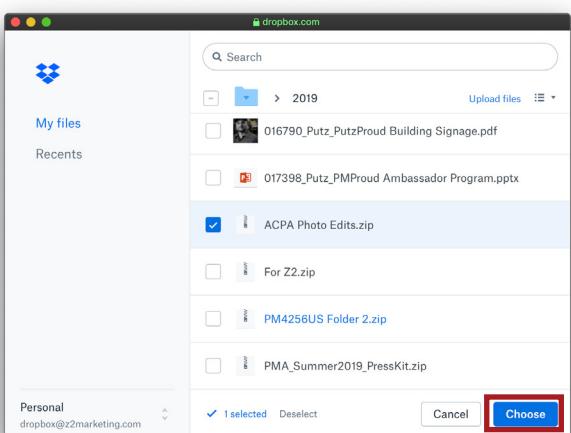
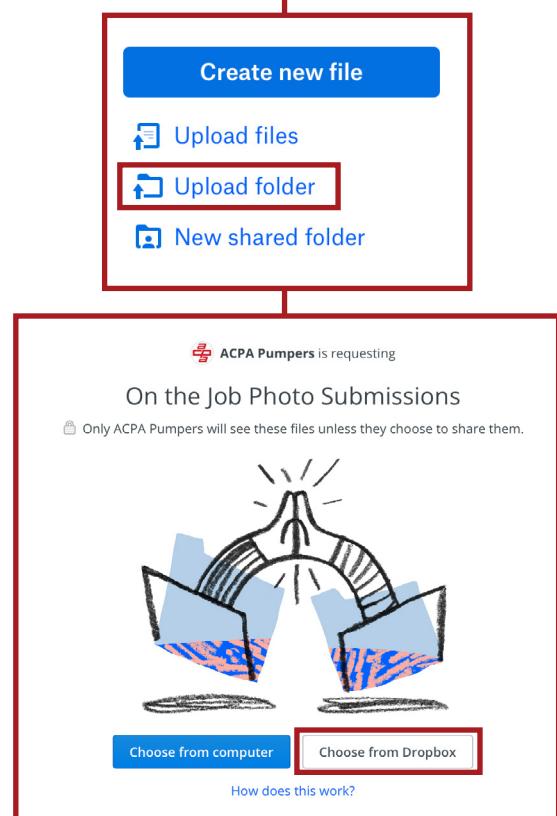
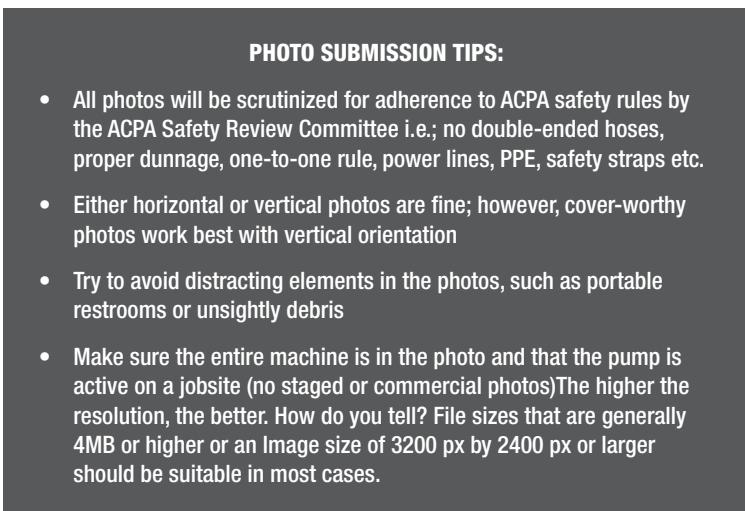


1. Create a folder on your computer's desktop: right click, select **“New Folder”**
2. Title the newly created folder with the name of your company.
This is your Company Folder.
3. Place any images you would like to submit in the Company Folder.
4. If you're submitting photos from multiple projects or categories, you may want to create subfolders. Open up your Company Folder, then right click and select **New Folder**. Title these folders with the appropriate project name, date, etc.
5. If you would like to include photo comments or captions, please include a Microsoft Word document with the appropriate details.
6. Signup for a Dropbox account at [Dropbox.com](https://www.dropbox.com). It's easy and free.
7. Once you're signed up and logged into Dropbox, click **“Upload Folder.”** Upload your Company Folder.
8. Click on <https://www.dropbox.com/request/oPAWSf0DU79Jyw1GRdqb> to share your photos with ACPA. Select **“Choose from Dropbox.”**
9. Select the photos and documents you want to submit from your Company Folder, and hit **Choose**.



To: All ACPA Members
From: ACPA Equipment Safety Application Committee
Subject: ACPA viewable media requirements

The ACPA is committed to promoting the concrete pumping industry as a safe and rewarding field in which to work, which means we are unable to publish unsafe practices in any document at any time, other than to show what not to do. Accordingly, we are making the criteria public so you can prepare your equipment and personnel to be eligible to appear in ACPA viewable media.

The following criteria apply to any item shown in the ACPA's viewable media, including: videos; photographs; PowerPoint® presentations; web articles; magazines; and live demonstrations:

1. Minimum PPE includes: hardhat; safety vest; safety glasses; full-length pants; gloves (impervious gloves if handling concrete); and sturdy leather footwear (impervious material if working in concrete). Additional PPE may be required for specific tasks and activities.
2. Full-face shields are required when shotcreting, operating concrete cutting or chipping tools and equipment such as grinders, saws, and chipping hammers.
3. Approved breathing protection shall be worn when showing exposure to cement dust or any other material requiring respiratory protection by the Material Safety Data Sheet (MSDS).
4. Hearing protection is required when noise levels are such that they prevent normal conversation at a distance of three (3) feet (if seen in a video).
5. Approved rebar caps must protect any exposed rebar that could create an impalement hazard.
6. All visible outriggers must be extended per the manufacturer's instructions. Any shortrigged outriggers that are visible must adhere to the rules outlined in the *Safety Manual*.
7. All outriggers visible in the viewable media must have proper cribbing, including outrigger pads under the outrigger foot, and be at least one-to-one away from any excavation.
8. Any snap clamps shown must be pinned.
9. Hoses may not be kinked or resting on a worker's shoulder.
10. Any and all components hanging from the boom must have a sling or cable between them; the first attached piece must have a sling or cable attached to the boom.
11. Components shown hanging from the boom shall not exceed the manufacturer's weight restrictions unless further supported by a crane.
12. The use of concrete delivery hose (double-ended hose) as an end hose will not be shown.
13. Volume-reducing devices (i.e. ram's horns or double-S bends) shall not be shown suspended from the boom, either above or below the hose.
14. No boom shall be shown closer than 20 feet to energized power lines, and must never be shown extended over the top of wires, regardless of the distance maintained.
15. Concrete pump placing booms shall not be shown used as a crane or hoist.
16. Any demonstrations with power lines reachable by the boom shall have a designated spotter on that site.

Anything depicting a hazard that is warned about in the Safety Manual or other ACPA safety materials, even if it is not specifically listed above, cannot be used in ACPA viewable media.

If you have questions or concerns contact the ACPA at 614-431-5618, or email sue@concretepumpers.com.

VIEWABLE MEDIA RELEASE

For and in consideration of the use of my photo by the American Concrete Pumping Association hereafter referred to as the agency, I hereby give the agency, its legal representatives and assigns, those for whom the agency is acting and those acting with his permission, or his employees, the right and permission to copyright and/or use, reuse and/or publish and republish photographic pictures or video of me.

I hereby waive any right to inspect or approve the finished photograph or video or printed material that may be used in conjunction therewith.

I hereby warrant that I am over twenty-one years of age and competent to contract in my own name in so far as the above is concerned.

I have read the foregoing release, authorization and agreement before affixing my signature below and warrant that I fully understand the contents thereof.

Dated:

Name:

(printed)

Name:

(signature)