



General Safety Rules

Revision Date: June 1, 2023

1. When on a job site, hard hats, vests, safety boots and job-appropriate clothing are to be worn.
2. Wear any other specialized personal protective equipment in accordance with the job being performed (i.e. Hearing protection, safety glasses and safety goggles).
3. **ALL** paperwork assigned to a job, equipment, and employee has to be filled out correctly and handed in prior to end of day. This includes and not limited to: Timecards, Daily Vehicle Maintenance, Hazard Assessment, Worksite Inspection, Daily Log Journal, and Day Planner entry (Foreman).
4. The consumption or possession of any alcohol or illegal drugs on company premises, or on any company jobsite is strictly prohibited.
5. Being under the influence of alcohol or drugs upon arrival for work disables the ability to perform a job properly and/or safety and will result in immediate dismissal.
6. Interference with other workers through fighting, horseplay, practical jokes, etc. is prohibited.
7. Abuse or misuse of company property through theft, vandalism, etc., is cause for immediate dismissal.
8. The appropriate foreman is to be informed of any unsafe acts and conditions, including "near miss" incidents immediately.
9. All incidents that result in damage or injury must be reported to your foreman immediately.
10. Immediately administer proper first aid treatment for any injury.
11. Appropriate safe work practices and procedures shall be followed at all times under your foreman's direction.
12. Use only tools that are in good repair, and that have all guards and safety devices in place.
13. Every worker is responsible for keeping his/her work area neat, clean and orderly through good housekeeping.
14. Safe work practices and procedures are developed for a reason and must be followed.
15. When a job is too big for one person, workers should call for assistance.
16. Proper PPE must be used when using hazardous materials following WHMIS recommendations.
17. No person shall ride on any hook, hoist or other material handling equipment which is used strictly for handling. Riding on equipment in a manner other than that which it is designed for is strictly prohibited.
18. Operation of all vehicles and mobile equipment is to be done in accordance with site safety rules and highway regulations.
19. Hand tools are to be used only for the purpose they are intended for.
20. Workers are to attend every toolbox meeting.
21. Nobody is allowed to ride on the side of equipment or trucks.
22. No cell phone use that is not hands free is allowed while traveling with vehicles or equipment. Fines incurred are the responsibility of the employee.

*****NOTE: Hard Hats are not required by operators while inside the cab or by workers inside vehicles or offices.**