



CRITICAL & GENERAL SAFETY RULES

These critical and general safety rules apply to all employees in all work areas. These rules are in place to protect you, co-works, clients and the facility. Additional rules may apply to specific jobs, in specific work areas, and in special situations. Violation of these rules will result in disciplinary action, in accordance with the company disciplinary policy, and can result in penalties up to immediate termination of employment.

1. **SAFETY RULES:** Employees must know and observe safety rules applicable to their work at the branch and the client site. Each employee's compliance with all safety rules is a condition of employment at this company.
2. **INCIDENT RESPONSE:** Any injury, no matter how slight, including exposure to hazardous materials and contact with hazardous chemicals, must be immediately reported to management. All unsafe acts and conditions must be corrected promptly or reported to your immediate supervisor if they cannot be corrected.
3. **SAFETY BEHAVIOR:** The following are strictly prohibited: horseplay, practical jokes, fighting, throwing of objects, running, use of illegal drugs and alcohol, unauthorized use of prescription drugs, working while fatigued, firearms, tampering with equipment, and use of equipment without authorization or proper training and authorization. Report prescription use of medication or work stress/fatigue to your Supervisor and or HR if your safety will be compromised at work.
4. **ELECTRICAL:** Equipment will not be operated unless: pre-inspection has been completed, verification of electrical cords safe condition and guards and other safety devices are in place (handholds). Never use any power equipment unless it is properly grounded. Report missing ground prongs on cords and plugs and any loose wiring to your supervisor immediately. Only company trained, certified and authorized operators may drive forklifts. Lifting of personnel on forklift is forbidden without proper manufacture approved devise.
5. All personal protective equipment must be worn when and where required, including seatbelts in vehicles, safety glasses, hardhats, shoes, gloves, etc. You must inspect PPE pre-use and report any damaged PPE to your Supervisor for replacement immediately.
6. **LOTO:** No person is authorized to work on any piece of equipment until he has personally verified it is isolated, de-energized and locked out. No employee shall reach around a guard when equipment is energized.
7. All containers of material must be clearly identified with the name of the material and have the appropriate hazard warning and must be handled, used, stored, and transported according to SDS guidelines. Rags or other items soaked with flammable liquids must be disposed of in designated metal lidded containers.
8. Emergency equipment is not to be blocked for any reason. Never block fire extinguishers, aisles or exits, electrical cabinets or access to first aid/eye wash stations with material or other objects.
9. Good housekeeping practices must be maintained at all times. Employees must leave their places of work orderly and clean. Spill must be clean immediately. When checking materials back into the WHS, confirm with the WHS Manager where items are to be stored.
10. **FALL PROTECTION:** Ladders must be inspected before use verifying safe condition and only set up and used according to manufacture specifications. Do not use any makeshift scaffolding, rigging or staging. Other appropriate fall protection systems must be utilized when work from elevated position.
11. **HOT WORK:** Until it is confirmed by way of permit/survey that it is safe to do so, no person shall introduce an ignition source into a work environment. Smoking or use of smokeless tobacco products is not allowed at any place in any company facility, except for designated smoking areas.

