

GENERAL SAFETY RULES

103

The following general safety rules have been established. Some of the following general safety rules may reference a specific standard or policy that will be covered in further detail in the Health/Safety & Environment Manual. If you should have any questions regarding general safety rules or other, notify your Supervisor / Foreman immediately.

1. Safety is a condition of employment. Employees are responsible for their actions. They must work safely, follow all rules established by the company, and take no unnecessary risk.
2. Employees shall be authorized to operate any equipment.
3. Employees must wear personal protective equipment when issued for protection against hazardous exposure. This includes safety glasses with side shields, ear protectors, gloves, fall protection, respirators, etc. when applicable.
4. Employees shall wear only proper fitting clothing while working. Clothing must provide minimum body protection against abrasions, burns, or other exposures. Jewelry that can cause or contribute to an accident or serious injury is not allowed to be worn while performing physical work.
5. Equipment may be operated only when all guards are in place and all safety devices are operating properly.
6. Running on company premises can lead to serious slips, trips, falls, collisions, sprains, etc., and must be avoided whenever possible.
7. No employee may enter a "permit required confined space" for any reason, without proper training, required equipment and a signed written permit.
8. Employees must always cooperate with company investigations.
9. Employees must not give false or misleading statements about injuries.
10. Employees must comply with all safety signs, safety instructions, safety rules, safety procedures, etc. established by the company, machine manufacturer, or government.
11. Employees shall handle chemicals in labeled containers only, as directed by the company.
12. Employees must report all accidents and injuries immediately and seek medical attention only from a designated trained individual(s). Never treat your own work-related injuries.
13. Employees must report any and all conditions and work methods that adversely affect their safety or that of others to their supervisor/foreman immediately.

14. Employees must attend all safety meetings and safety training conducted for their benefit unless excused by their supervisor/foreman.
15. Always choose the right tool and equipment for the job. Remove worn or defective tools from service.
16. Employees are responsible for their work space and must keep it orderly and clean.
17. When applicable to the jobsite, employees must know the location of the nearest exit, fire equipment, first aid, emergency shower and eye wash stations and how to report an emergency.
18. Employees may not walk or stand on surfaces not specifically designed or prepared for those activities, or ride as a passenger on any industrial vehicle that is not equipped or designed for passengers.
19. Possession or use of liquor or narcotics on company property and/or jobsites is strictly prohibited. Employees under the influence of liquor or narcotics will not be allowed to report for work.
20. Firearms and other related weapons are prohibited on company property and/or jobsites.
21. Employees shall not tamper or alter any safety device, alarm, etc.
22. Employees shall comply with all safety policies and procedures.
23. All employees shall operate and handle materials, equipment and products in a manner that protects the environment, employees and the public.