



## **Code of Safe Practices**

### General Safety Rules

1. All employees shall follow safe work practices and promptly report any unsafe conditions or practices to their supervisor.
2. Horseplay, fighting, or practical jokes are prohibited on all job sites.
3. Employees must report all near misses, injuries and accidents immediately, no matter how minor.
4. Safety meetings (toolbox talks) must be attended as required.
5. Employees are responsible for keeping work areas clean, orderly, and free from hazards.

### **Personal Protective Equipment (PPE)**

1. Hard hats, high-visibility vests, and work boots must be worn at all times on site.
2. Eye protection, hearing protection, gloves, and respiratory protection must be used when conditions require.
3. Fall protection (harness, lanyards, guardrails) is required when working at heights above 6 feet unless otherwise permitted by regulation.

### **Equipment and Tools**

1. Only authorized and trained employees may operate machinery, tools, or equipment.
2. All tools and equipment must be inspected before use; defective tools must be tagged and removed from service.
3. Power tools must have guards in place and be used with the proper attachments.
4. Lockout/Tagout procedures must be followed when servicing or repairing equipment.

### **Vehicle and Heavy Equipment Safety**

1. Operators must conduct daily inspections of vehicles and heavy equipment.
2. Seat belts must be worn at all times in company vehicles and equipment.
3. Equipment must not be left unattended while running.
4. Spotters must be used when backing equipment in congested areas.



### **Ladders and Scaffolds**

1. Ladders must be set up on stable ground and secured before use.
2. Always maintain three points of contact when climbing ladders.
3. Scaffolds must be erected under the supervision of a qualified person and inspected daily.
4. Guardrails and toe boards must be installed on scaffolds at required heights.

### **Hazard Communication**

1. Employees must be trained on hazardous materials used on site.
2. Safety Data Sheets (SDS) shall be available at all times.
3. Proper labeling of containers is required.
4. Only authorized personnel may handle hazardous chemicals.

### **Fire Prevention**

1. Fire extinguishers must be accessible and inspected monthly.
2. No smoking in areas where flammable materials are stored or used.
3. Hot work (welding, cutting, grinding) requires a hotwork permit, before hotwork operation is started. This work activity also requires a fire watch and fire-resistant shields.

### **Housekeeping**

1. Materials and debris must be stacked or disposed of in designated areas.
2. Walkways and emergency exits must be kept clear at all times.
3. Nails and sharp objects must be removed or bent down from scrap lumber.

### **Emergency Procedures**

1. Emergency exits, evacuation routes, and assembly areas must be known to all employees.
2. In case of serious injury, call 911 and notify a supervisor immediately.
3. First aid kits must be available and accessible on all job sites.
4. Employees must comply with site-specific emergency response plans.



## Employee Acknowledgment

I have read and understood the Code of Safe Practices. I agree to follow these rules and regulations to maintain a safe workplace environment. I understand that failure to follow these safety rules may result in disciplinary action, up to and including termination.

Employee Name: \_\_\_\_\_

Employee Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Supervisor Name: \_\_\_\_\_

Supervisor Signature: \_\_\_\_\_

Date: \_\_\_\_\_