

Garmong Construction Services					
<i>EMPLOYEE SAFETY POLICY HANDBOOK – Safety Rules</i>					
Last Revised:	January 30, 2012	By	Douglas Mahurin, MS, CSP	This Copy Printed:	1/31/2012 5:15:00 PM

SAFETY RULES

It is our policy that everything possible will be done to protect you from accidents, injuries and/or occupational disease while on the job. Safety is a cooperative undertaking requiring an ever-present safety consciousness on the part of every employee. If an employee is injured, positive and prompt action must be taken to see that the employee receives adequate treatment. No one likes to see a fellow employee injured by an accident. Therefore, all operations must be planned to prevent accidents. To carry out this policy, the following rules will apply:

1. All employees shall follow the safe practices and rules contained in this manual and such other rules and practices communicated on the job. All employees shall report all unsafe conditions or practices to the proper authority, including the supervision on the project.
2. Supervisor shall be responsible for implementing these policies by insisting that employees observe and obey all rules and regulations necessary to maintain a safe work place and safe work habits and practices.
3. Hard Hats will be worn at all times.
4. Heavy leather work shoes will be worn at all times.
5. Eye and Face protection will be used when appropriate.
6. Good housekeeping must be practiced at all times in the work area.
7. Anyone under the influence of intoxicating liquor or drugs, including prescription drugs, which might impair motor skills and judgment, will not be allowed on the job site.
8. Horseplay, scuffling, and other acts which tend to have an adverse influence on safety or well being of the other employees are prohibited.
9. Employees should be alert to see that all guards and other protective devices are in proper place and adjusted, and shall report deficiencies promptly to the supervisor.
10. Employees shall not handle or tamper with any electrical equipment, machinery, or air or water lines in a manner not within the scope of their duties, unless they have received specific instructions.
11. All injuries should be reported to the supervisor so that arrangements can be made for medical or first aid treatment.
12. Floor and Roof openings and Leading Edges will be protected.
13. Ladders will be used appropriately.
14. Scaffolds will be erected only by authorized personnel.
15. Power tools will be used only for their intended function and will be double insulated or grounded.
16. Compressed gas cylinders will be secured at all times and stored appropriately.
17. Riding of equipment is prohibited.
18. Excavations and trenches will be protected at all times and will be under the supervision of a competent person.
19. Welding and Cutting will be conducted by authorized personnel only. Proper personal protection will be in place to include a fire extinguisher at the site of the operation.