

	GENERAL SAFETY PROGRAM	Document No.:	HSE-OP-018
		Department:	Operations
		Revision Date:	05 APR 2010
Release authorized by:	D. Slattery	Page	Page 1 of 2

1. All persons shall follow these safe practices rules, render every possible aid to safe operations, and report all unsafe conditions or practices to managers or supervisors.
2. Managers and supervisors shall insist on employee's observing and obeying every rule, regulation, and order as is necessary to the safe conduct of the work, and shall take such action as is necessary to obtain observance.
3. Frequent and regular inspections of job sites, materials, and equipment will be made by competent persons.
4. Only qualified and trained employees will be allowed to operate equipment and machinery.
5. The Company will instruct each employee in the recognition and avoidance of unsafe conditions and the regulations applicable to his/her work environment to control or eliminate any hazards or other exposure to illness or injury.
6. Any machinery, tool, material, or equipment that is not in compliance with any applicable requirement is prohibited. Such machine, tool, material, or equipment will either be identified as unsafe by tagging or locking the controls to render them inoperable or will be physically removed from it's place of operation.
7. All employees shall be given frequent injury and illness prevention instructions.
8. Anyone known to be under the influence of drugs or intoxicating substances which impair the employee's ability to safely perform the assigned duties shall not be allowed on the job while in that condition
9. Running, jumping, horseplay, scuffling, and other acts which tend to have an adverse influence on the safety or well being of the employees shall be prohibited.
10. Work shall be well planned and supervised to prevent injuries in the handling of materials and in working together with equipment.
11. Employees shall be instructed to ensure that all guards and other protective devices are in proper places and adjusted, and shall report deficiencies promptly to the manager or supervisor.
12. Employees shall not enter underground vaults, chambers, tanks, manholes, silos, or other similar confined places that receive little ventilation, unless it has been determined that it is safe to enter.
13. 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 instructions from their supervisor or manager. Respect electricity under all circumstances. Never use electrical equipment in areas of excessive moisture unless all safeguards have been taken. Electric power tools are grounded thru approved cords, including extension, for your safety. Never remove or alter polarized cords or plugs.
14. When lifting heavy objects, the large muscles of the leg instead of the smaller muscles of the back shall be used. Learn and practice the proper way to lift or carry material or any object. Do not operate any type of powered material handling or hoisting equipment unless authorized. Get help in handling heavy or bulky loads.
15. Stay clear of heavy earthmoving equipment. Remain aware of warning devices such as bells, horns or whistles. Hard hats are mandatory; always wear one on any construction job. Use other protective gear as recommended when exposed to unusual hazards. Never attempt an operation with which you are not familiar, ask first for specific

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instructions. Wear suitable work clothes at all times, heavy soled shoes protect against puncture injury.

16. Basic first aid is of value in the event of injury. Know how, it may save a fellow workman from death. Never attempt to move a person who may possibly suffer from an injured spine or other internal injury unless proper methods are completely understood. All injuries shall be reported promptly to the supervisor or manager so that arrangements can be made for medical or first aid treatment.
17. Accident Prevention: All persons must abide by Construction Safety Orders; General Industry Safety Orders and Company rules. Posters and other safety material are displayed for the benefit of employees, read and abide by these suggestions. Give every possible aid in the event of injury
18. Job Site: Keep work areas free of debris, good housekeeping is essential. Remove or correct any hazards. Never work or pass under suspended loads or equipment.
19. Work Habits: Assist other trades when necessary to maintain safe operations. Never place yourself, or allow others to work in a dangerous position. Use the right tool or equipment for all work. Use of any alcoholic beverage is strictly prohibited on the job. Don't be party to horseplay, pranks can be fatal. Construction sites offer unusual hazards, walk and work with all due respect for them.
20. Hand Tools: Always Use the proper tool and maintain them in good condition at all times. Loose or broken handles, mushroom heads, dull blades, improper size or type of tool should never be used.
21. Power Tools: Power activated tools must only be used by licensed personnel. Know the proper method of using, a skill saw; never block back the retractable guard it is for your protection. Never use a tool with which you are not fully experienced.
22. Protective Devices: Hand or guardrails, protective covers, toe-boards, ramps and safety devices installed on various tools are for your safety. Do not tamper with. remove or damage these protective measures. Replace, correct or report any unsafe guard or device.
23. Transportation: When transportation is necessary in other than a passenger vehicle, ride in the cab or sit, do not stand on the bed of the truck. Never ride with arms or legs over the sides, do not sit on the tailgate; it must be closed during transportation of passengers. Be careful of any tools, material or equipment within the truck body which may shift or slide causing injury.
24. Flammables, Solvents: Never use gasoline or other highly volatile liquids for cleaning purposes. Oxygen and acetylene cylinders can be dangerous, secure against rolling or tipping. Do not expose tanks or containers that may contain explosive vapor or liquid to open flame or spark.
25. Accident Reporting: Report all personal injuries to a superior immediately. Obtain authorization for any medical attention off the job. Medical release is necessary before returning to work

Special Note: Non-compliance with these regulations will result in disciplinary action.