

SITE SAFETY GUIDELINES — PROJECT STANDARD

1. PERSONAL PROTECTIVE EQUIPMENT (PPE)

- Hard hats must be worn at all times when on site.
- High-visibility vests are required for all personnel during active work hours.
- Safety boots with steel toe caps are mandatory. No exceptions.
- Eye protection (safety glasses or face shield) when cutting, grinding, or handling chemicals.
- Hearing protection in designated high-noise zones (marked with signage).
- Gloves appropriate to task (cut-resistant, chemical-resistant, or general duty as specified).

2. HAZARD REPORTING

- Any hazard (spills, damaged equipment, unsafe conditions) must be reported immediately to the Site Superintendent or Site Safety Officer.
- Use the hazard report form (available in the site trailer) or report verbally and follow up in writing within 24 hours.
- Do not attempt to correct major hazards alone; secure the area and notify supervision.

3. EMERGENCY PROCEDURES

- In case of fire: Activate nearest pull station, evacuate via posted routes, assemble at the designated muster point (north parking lot).
- First aid: First aid kit and AED are in the site trailer. Trained first aiders: see Contacts list. In serious injury, call 911 and then notify Site Superintendent.
- Emergency contact (24/7): Site Superintendent — see Contacts and Roles document.

4. FIRST AID

- Minor cuts and abrasions: Clean and dress at first aid station. Log in the incident register.
- All incidents, no matter how small, must be recorded in the project incident log.
- Report any near-misses to the Safety Officer; these are not blame events but learning opportunities.

5. SITE ACCESS AND HOUSEKEEPING

- Keep walkways and exits clear. No stored materials in egress paths.
- Secure all materials at end of shift. No loose debris in work areas.
- Only authorized personnel beyond the main gate. Badges must be visible.

Document version: 1.0 — Effective for duration of project. Updates issued by Project Manager.