

# General Company Safety Rules



- Report to work in fit condition.
- No drugs or alcohol.
- No horseplay or bullying.
- Smoking is allowed in designated areas only.
- All employees to have and use personal protective equipment (PPE).
- All workers handling WHMIS controlled products:
  - must have completed WHMIS training.
- In the event of an emergency all workers shall:
  - assemble at the worksite designated place or the crew trailer and
  - a roll call shall be completed to ensure all are present and accounted for.
- All workers and visitors will receive a documented site safety orientation which they will sign.
- All visitors must be accompanied by a Griffin employee.
- Report unsafe acts and conditions to your supervisor.
- Report all injuries to the first aid attendant.
- Report all near misses.
- Before working unsupervised:
  - all workers will demonstrate their competency at the tasks they will be performing.
- Use equipment safeguards that are provided.
- Ladders must be inspected and in good condition prior to use.
- Lockout/unplug any energized equipment before working on it.
- Do not operate any equipment you are not familiar with.
  - Certificates/licenses necessary where required by law or regulation.
- Manual lifting:
  - if it is too heavy (>50 pounds) get help.
- Maintain good housekeeping:
  - Keep hoses, cables, extension cords etc. tidy (ie. coiled up when not in use).
  - All areas must be kept clean. This includes toilets, lunchrooms and all work areas.
  - Keep aisle ways and walkways clear. NO EXCEPTIONS!
- Follow all applicable written safe work procedures.