




<b>Division(s):</b> All	<b>Department(s):</b> All	<b>Revision #:</b> 3
<b>Approved By:</b> Jay Shipton 	<b>Author:</b> Safety Manager	<b>Revision Date:</b> January 9 2024

## *Company Rules*

### **General Safety Rules (Employees & Contractors)**

- All workers have the right to refuse unsafe work. If a person is not competent (adequately trained or suitably qualified), they shall not perform a task.
- Incidents, injuries or “no loss incidents”, regardless of their nature, shall be promptly reported to your Site Superintendent, immediate Supervisor, or the Safety Department.
- Contractors (Trade Partners) shall complete an orientation with the Prime Contractor prior to commencing work on any site.
- Contractors (Trade Partners) shall conduct a hazard assessment prior to commencing work on any site.
- Smoking and vaping are not permitted in the offices, on-site or in homes under construction.
- No animals allowed on site at anytime for any reason.
- Running is not permitted anywhere, except in the case of an extreme emergency.
- Safety glasses, goggles or face shields shall be worn for any operations where eye protection is required.
- Hand tools shall not be used for any purpose other than what they are designed for. All damaged or worn parts shall be promptly repaired or replaced.
- Only competent personnel shall operate power tools with guards furnished by the manufacturer “in place”.
- Riding on equipment is prohibited. No person shall ride any hook, hoist or other material handling equipment that is used strictly for handling material and not specifically designed to carry or lift personnel.
- Horseplay, fighting and possession of firearms are strictly forbidden on all jobs and constitute grounds for immediate dismissal or termination of the contract.
- Consuming or being in possession of alcohol or illegal drugs on company premises or any of the Prime Contractor’s home sites is strictly prohibited and constitute grounds for immediate dismissal or termination of the contract.
- First aid treatment is to be obtained promptly for all injuries.



**Company Rules Continued,**

- CSA approved footwear (with the green triangle symbol), and other personal protective equipment (hard hat and steel toed boots) shall be worn on all work sites.
- All work shall be carried out in accordance with appropriate safe work practices and your Construction Managers', immediate Supervisor or Site Superintendents' direction.
- Only those tools that are in good repair, with all manufacturer's guards and safety devices in place, shall be used.
- Every worker shall keep their work areas clean, neat and orderly.
- Operate all vehicles and mobile equipment in accordance with site rules and highway regulations.
- Company vehicles are always to be kept clean inside and outside (if applicable).

**Disciplinary Actions:**

- **First infraction:** Documented verbal warning with corrective actions applied at the time of infraction.
- **Second infraction:** Documented written warning with corrective actions applied at the time of infraction.
- **Third infraction:** Two-day suspension without pay.
- **Forth infraction:** Further suspension or possible termination.

A handwritten signature in black ink that reads 'Jay Shipton'.

**Jay Shipton, President of Housing**

Date: January 9, 2024