

GERSHENSON CONSTRUCTION COMPANY

GENERAL SAFETY RULES

It is our policy that everything possible will be done to protect you from accidents and injuries 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 supervisor 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. Good housekeeping must be practiced at all times in the work area. Clean up all waste and eliminate any dangers in the work area.
4. Suitable clothing and footwear must be worn at all times. Personal protection equipment (hard hats, respirators, eye protection, safety vests) will be worn whenever needed/required.
5. **All employees will participate in a safety meeting conducted by their supervisor once every ten working days.**
6. Anyone under the influence of intoxicating liquor or drugs, including prescription drugs, which might impair motor skills and judgment, shall not be allowed on the job. The company (See Substance Abuse Policy) specifically prohibits substance abuse.
7. Horseplay, scuffling, and other acts which have an adverse influence on safety or well being of the other employees are prohibited.
8. Work shall be well planned and supervised to avoid injuries in the handling of heavy materials and while using equipment.
9. No one shall be permitted to work while the employee's ability or alertness is so impaired by fatigue, illness, or other causes that it might expose the employee or others to injury.
10. **There will be no consumption of liquor or beer on the job. There will be no possession of illegal drugs or drug paraphernalia on the job.**

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11. Employees should be alert to see that all guards and other protective devices are in proper places and adjusted, and shall report deficiencies promptly to the supervisor.
12. Employees shall not handle or tamper with any electrical equipment or machinery in a manner not within the scope of their duties, unless they have received specific instructions. Only authorized persons may operate equipment or machinery. This includes skid loaders, crawlers, excavators and backhoes.
13. **All injuries and incidents must be reported to the supervisor or to the Safety Director within 24 hours so that arrangements can be made for medical or first aid treatment.**
14. When lifting heavy objects, use proper body mechanics, and appropriate machinery/equipment when necessary.
15. Do not throw things, especially material and equipment. Dispose of all waste properly and carefully. Bend all exposed nails so they do not hurt anyone removing waste.
16. Do not wear shoes with thin or torn soles.
17. Obey all warning signs.
18. Do not enter a confined space without appropriate personal protective equipment and proper training. Formal policy and procedure regarding this issue shall be followed.
19. Ensure fall protection is in place prior to beginning work.
20. **Think** before you act.
21. If you are not sure how to do something, ask for help.