

General Safety Guidelines

GENERAL SAFETY GUIDELINES

It is the policy of Gordon H. Baver, Inc. that every reasonable effort will be made to protect employees from accidents, injuries, or illness while on the job. Safety is a collaborative effort, requiring an ever present safety consciousness on the part of every employee. All operations and activities must be planned with safety at the forefront. The following general safety rules are applicable to all employees:

1. All employees are required to follow the policies and procedures as outlined in the Accident & Injury Prevention Program manual, as well as other safety procedures communicated by their Department.
2. All employees are required to report any unsafe working condition, work practices, machines/equipment, etc. immediately to their direct Supervisor.
3. Good housekeeping must be practiced at all times in your work area. All employees are required to clean up waste and eliminate any dangers in the work area.
4. Combustible materials shall not be allowed to accumulate in significant quantities inside any owned or leased property, or jobsite. All combustible shall be stored in appropriate flammables cabinets and disposed of in accordance with the applicable Safety Data Sheet (SDS).
5. Suitable clothing and footwear must be worn at all times.
6. All employees who work in an area requiring the use of personal protective equipment (PPE) must comply by wearing such required PPE.
7. All employees will attend and actively participate in safety meetings, unless specifically excused from attendance by management.
8. Horseplay and other acts which may have an adverse effect on the safety or well-being of themselves or other employees, or to the public, are strictly prohibited.
9. No employee is permitted to work or continue to work if their ability to safely perform the job is impaired by fatigue, illness, medications, drugs/alcohol, or any other causes that might affect their ability to safely perform their job.
10. Employees are responsible for ensuring that guards and other protective devices are installed, adjusted, and in working order, prior to operating any machine or equipment. Any machine or equipment without a guard or protective device must either be tagged "out of service" or properly discarded.
11. Employees shall not handle or tamper with any electrical equipment, machinery, air/water lines unless they are trained and authorized to do so as part of their duties.
12. All injuries, regardless how minor, must be immediately reported to the Project Superintendent, even if the employee chooses not to seek medical treatment.

13. Incorporate safety into every aspect of your job.
14. Understand and obey all safety policies and procedures. If there is any doubt concerning safety, ask your direct Supervisor.
15. Caution fellow workers when they perform unsafe acts.

