















The following table lists some of the general rules of personal safety to ensure our continued HSE success.

Safety Orientation 	All personnel must have an initial safety orientation before beginning work
Reporting Hazards 	Employees must report any unsafe condition to their supervisor immediately
Emergency Response 	Ensure that you are familiar with all relevant procedures
Incident & Accident Reporting 	Employees must immediately report all incidents & accidents to their supervisor
PPE 	(a) Clothing MUST NOT be loose, damaged or torn, footwear must be appropriate for the assigned work environment. (b) All PPE MUST be appropriate for the task (including office staff) (c) Mandatory PPE: I. Hard Hat, Safety Glasses, Steel Tipped Boots & High Visibility Vest
Driving 	Only authorized employees are allowed to operate company equipment and they must obey the traffic regulations. <ul style="list-style-type: none"> • Wear seat belts • Don't drive under the influence of alcohol , drugs or drowsy medication • Don't use cell phones while driving • Obey the speed limit
Housekeeping 	Maintain cleanliness in work areas to prevent <ul style="list-style-type: none"> (a) Slips, trips and falls (b) Fire Hazards (c) Disorderly work location
Job Knowledge 	Make sure you fully understand all steps in performing your job, your supervisor will provide you with appropriate work instruction. If in doubt ASK!
Job Speed 	Always work at a speed consistent to safety
Misconduct 	Personal misconduct (horseplay) is forbidden
Smoking 	Violation of company Substance Abuse policy including the intoxication by or possession of liquor or narcotics by personnel for sale, gift, barter or otherwise is strictly forbidden
Tools & Equipment 	Inspect tools & equipment in use daily to ensure that they are in proper working order Damaged / defective tools and equipment MUST be tagged and removed from service immediately
Weapons 	Possession of weapons on company or client property for sale, gift, barter or otherwise is strictly forbidden
Employees Involvement 	Employees are expected to actively participate in all safety programs including: <ul style="list-style-type: none"> (a) Safety & Toolbox Talk Meetings (b) JSA Meetings (c) Hazard Observations

NB: Working safely is a continuing condition of employment & failure to comply with the General Rules of Personal Safety is sufficient cause for disciplinary action up to and including termination of services.