

## **SAFETY RULES AND REGULATIONS FOR**

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1. All accidents, no matter how slight, must be reported to your supervisor **IMMEDIATELY**.
2. An accident investigation report must be completed following an injury. Please make sure all injuries are reported to your Supervisor or Management and this report is completed by the office personnel.
3. Any employee injured on the job or requiring medical treatment must first report the injury to her/his supervisor. If your injury requires an Emergency Room visit, then a drug and alcohol test must be performed. If you go to the Emergency Room or to a physician on your own, you may be responsible for expenses incurred. The company has the right to refuse payment when the company has approved a medical provider for treatment and you elect to use the services of another physician without obtaining consent from the company.
4. Personnel protective equipment (i.e. hard hats, cut resistant leg protection, eye protection, ear protection, gloves, etc.) will be provided by the employer and must be worn in designated areas at all times.

Designated areas where personal protective equipment is required are as follows:

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5. All workers must wear adequate and proper fitting footwear. Tennis shoes, platform shoes, sandals, etc. are not acceptable.
6. Use of alcohol and/or illegal drugs on the job or the debilitating effects of their prior use shall not be permitted and shall be grounds for immediate termination of employment.
7. **HORSEPLAY** and running shall not be permitted on the premises, to include all work areas in/outside the buildings and parking lots.
8. If you are unfamiliar with an operation or machine, you must first check with your supervisor prior to proceeding.
9. Any unsafe condition noted must be reported to your supervisor, who is responsible for having the conditions corrected prior to proceeding.

10. Machine and equipment operators must insure that all guards and shields are in place and in proper working condition prior to beginning and during operations.
11. Equipment shall be LOCKED AND/OR TAGGED OUT prior to performing maintenance adjustments, or removing debris. Allow coast down time for all parts to completely stop moving before starting work. Make sure the equipment is at a “zero energy” state.
12. Machine guards and/or protective shields, barricades, safety devices, etc. shall not be removed except by authorized personnel such as mechanics, maintenance personnel, etc. and shall be reinstalled as soon as maintenance activities are completed.
13. Three points of contact rule must be used at all times when entering and/or exiting equipment or vehicles.
14. When "jump starting" mobile equipment, employees must insure that its running gear is in neutral, brakes are locked, head/blades and/or buckets are lowered, and that no safety device designed to prevent machine movement is being by-passed.
15. Employees must wear seat belts when mobile equipment, i.e., dozers, front end loaders, skid steer machines, tractor-trailers, or other vehicles are being operated or when riding as a passenger in a company vehicle.
16. When mobile equipment i.e., forklifts, dozers, front-end loaders, skid steer machines etc., are not in operation or parked, forks, buckets, blades, etc. shall be lowered to ground level.
17. Hitching a ride on the outside of any mobile equipment, i.e., forklifts, dozers, front-end loaders, skid steer machines, etc., is not allowed.
18. Employees shall not talk, signal, or distract in any manner another employee while they or you are operating moving and/or mobile equipment, i.e., chain saws, forklifts, loaders, etc.
19. Chain saw operators must at a minimum, wear cut-resistant leg protection, eye and ear protection
20. All chain saws must be equipped with a properly functioning chain brake.
21. Chain saw operators must grip the saw firmly with both hands, using a thumb wrap grip on the upper handle to control the saw. Never cut with the kickback section of the guide bar.
22. No Smoking in any work areas or while fueling. Smoking is allowed only in designated areas.
23. Aisles, doors, electrical panels, and fire extinguishers must be kept clear of material, trash or equipment at all times.

24. Do not wear any type of loose clothing or hair around moving equipment and/or machines. Loose sleeves shall be buttoned and hair shall be netted or covered in a sufficient manner.
25. Workers are not permitted in unauthorized or restricted areas unless authorized by the supervisor.
26. Pressurized air hoses can cause serious injuries. Never point the air nozzle towards yourself or other employees.
27. Employees shall be required to wear eye protection while: using power driven nail/staple guns; using strapping or other banding material, saw filing or grinding; chipper area; and any other designated area where eye injuries are likely to occur.
28. Physical violence will not be tolerated; violations will include disciplinary action up to and including termination.
29. Housekeeping shall be performed in assigned work areas on a daily basis.
30. Employees shall not talk, signal, or distract in any manner another employee while they or you are operating powered tools or equipment, i.e. nail guns, saws, presses, drills, mobile equipment, etc.
31. Each employee will be trained in, and required to use, proper lifting techniques and body mechanics. When confronted with lifting and/or moving any object for which the employee must exert more force than that required in the normal performance of his routine duties he is to either seek the assistance of an adequate number of employees to lift and/or move the object safely, or lift and/or move it by mechanical means.

NOTE: These safety rules have been developed for the protection of your safety and health. Abiding by these rules will make our operation more efficient and successful; however, repeated violation of these safety rules will be grounds for termination of employment. In some states, violating safety rules that cause an injury can result in the denial of the claim. The following actions may be taken for repeated violations:

**First Offense:** \_\_\_\_\_

**Second Offense:** \_\_\_\_\_

**Third Offense:** \_\_\_\_\_

Other disciplinary actions:

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I have read and understand the safety rules listed above and agree to comply with the company's safety requirements.

SIGNED: \_\_\_\_\_ DATE: \_\_\_\_\_