



## GENERAL SAFETY RULES

The Occupational Health and Safety Act requires employees to work in compliance with the requirements of the Act and the regulations.

Violation of the Safety Rules listed below may lead to disciplinary action up to and including discharge.

Report immediately any condition or practice you think might cause injury to employees or damage to equipment.

Put everything you use in its proper place, Disorder causes injury and wastes time, energy, and material. Keep your work area clean and orderly.

Use the right tools and equipment for the job and use them safely. If unsure, ASK.

Obey all rules, signs and instructions.

Whenever you or the equipment you operate is involved in an accident, regardless of how minor, report it immediately. Get first aid promptly.

Use, adjust, alter and repair equipment only when authorized.

Wear approved personal protective equipment as directed. Keep in good condition.  
Store in a clean area

Do not use horseplay, avoid distracting others.

When lifting, bend your knees, grasp the load firmly, then raise the load keeping your back as straight as possible. Get help for heavy loads.

Obey all rules, signs and instructions.

No job is so important and no service so urgent that we cannot take time to perform our work safely.

Approved safety glasses must be worn in all designated areas to protect eyes from flying particles. Prescription safety glasses must meet CSA approval.

Safety shoes/boots must be worn shop personnel in the Plant.

Coveralls/uniforms are to be worn properly in a neat, safe and appropriate manner. Shirts are to be done up and tucked in to avoid getting caught in machinery

Long hair must be suitably covered/confined to avoid possible entanglement.

Horseplay, fighting, scuffling, distraction of fellow workers, throwing of objects, running, practical jokes may lead to serious injuries.

Employees may not operate, adjust or repair any equipment unless authorized and fully understand the safe operating procedure.

Employees are required to clean up spills immediately to avoid slips and falls, bad housekeeping may result in injuries.

Compressed air shall not be used for blowing dust or other substances from clothing worn by worker or in such a manner as to endanger the safety of any worker.

Employees are to ensure all guards are in place and secure before operating any equipment.

All unsafe conditions in the employee's work area must be reported immediately to the Foreman or his designate

All work areas must be kept neat and clean. All materials, products, equipment, etc., are to be put away in designated areas.

No repairs may be performed on equipment unless it is switched off so as to be safe from accidental start-up. The company lock out procedure is to be used.

Report all injuries no matter how slight, to both your Supervisor and First Aid immediately for prompt treatment and follow-up. Failure to follow this procedure could result in loss of compensation.

The plant area is out of bounds to off-duty employees, dependants and unescorted visitors.

Cell phones are prohibited without permission of the shop supervisor or his designate.

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This above outline is a guide to good safety practice. We have tried to cover most of the safety and general guidelines that apply to our shop. As in all cases, good common sense will dictate to a certain degree whether a situation is safe.

This Safety/Regulation Policy will/and can be upgraded from time to time to coincide

with the changes in the Safety Act, Company Policy and any changes in the Plant environment which may require it.