

**The following basic safety rules must be obeyed while working for our organization:**

1. All accidents and injuries no matter how minor, must be reported to your supervisor.
2. Horse play, practical jokes, drinking of alcoholic beverages, or taking drugs of any kind on the job or prior to arrival are grounds for dismissal.
3. Hard hats must be worn at all times while on the job site.
4. Safety or work shoes and appropriate clothing are required. No loose or dangling jewelry should be worn.
5. Safety glasses should be worn at all times.
6. Ear plugs or muffs must be used on jobs with high noise levels.
7. Respirators must be worn when dust conditions or the use of toxic materials exist.
8. Wear gloves when handling rough edges, abrasive material, or where hands are subject to cuts, punctures, or burns.
9. Scaffolding must be in safe operating condition and used with railings, toe boards, and outriggers if required.
10. Do not use a defective ladder. Adjust ladder to proper angle and height before using, and secure ladder to prevent falls.
11. Cylinders containing oxygen, acetylene or other fuels must be secure in the upright position and have caps or gauges attached.
12. Keep source of ignition away from flammables. Fire extinguishers are provided for emergency use. Do not tamper with or move extinguishers without authorization.
13. Make certain that safety devices are operative and guards are in place before using power tools, machines or equipment.
14. Boom equipment should never be operated within 10 feet of overhead power lines. When operating equipment or dump trucks, check for overhead power lines prior to raising booms or dump. Wear fall arresting harness at all times.
15. Lift correctly using your legs and keeping your back straight. Obtain help when needed.
16. Good housekeeping is essential. Keep your area clean.
17. All electrical tools including extension cords must be properly grounded and color coded.
18. Observe good personal hygiene habits while working around insulation products.
19. Take proper precautions when working around asbestos materials.
20. Wear fall arresting harness where there is a potential for falling. Avoid standing or walking under a suspended load.
21. All circuits should be treated as though they are live.
22. Report all unsafe conditions and work practices to your supervisor.
23. Observe all traffic rules or regulations and practice defensive driving at all times.
24. Never leave running equipment unattended.
25. Avoid standing or walking under suspended load or under the boom of a crane.
26. Know the location of fire extinguishers and how to operate them.
27. Jobsite working hours are 7:00 AM to 3:30 PM.
28. In case of late arrival or absenteeism, call your supervisor immediately.

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**CERTIFICATION**

I have read the company basic safety rules above and understand that violation of these rules will result in the following:

**1st Violation** - I will be sent home for the remaining of the day without pay.

**2nd Violation** - I will be sent home for the remainder of the day without pay and for the next two (2) working days without pay.

**3rd Violation** - I will be terminated immediately.

EMPLOYEE SIGNATURE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ DATE: \_\_\_\_\_\_\_\_/\_\_\_\_\_\_\_\_/\_\_\_\_\_\_\_\_\_\_\_

Please list below any and all OSHA/Union safety classes attended with dates. Please attach certifications/certificates. If additional space is required, please write on back of this form.

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