

Code of Safe Practices

- All employees shall follow these safe practice rules, render every possible aid to safe operations, and report all unsafe conditions or practices to management. The guidelines within the Code of Safe Practices apply to all operations.
- The company will insist on employees observing and obeying every applicable Company, State or Federal regulation and order as is necessary to the safe conduct of the work, and shall take such action as is necessary to obtain compliance.
- All employees shall be given frequent accident prevention instructions. Instructions shall be given on proper work procedures for all operations.
- Anyone known to be under the influence of drugs or intoxicating substance which impair the employee's ability to safely perform the assigned duties shall not be allowed on the job while in that condition.
- Horseplay, scuffling, and other acts which tend to have an adverse influence on the safety and well being of the employees shall be prohibited.
- Work in and around the facility and jobsites shall be well planned and supervised to prevent injuries in the handling of materials and/or equipment.
- No one shall knowingly be permitted or required to work while the employee's ability or alertness is so impaired by fatigue, illness, or other causes that they might unnecessarily expose the employee or others to injury.
- Workers shall not handle or tamper with any electrical equipment or machinery in a manner not within the scope of their duties, unless they have received instructions from their supervisor. Company lockout procedures shall be followed to ensure employee safety.
- All injuries shall be reported promptly to the supervisor so that arrangements can be made for medical or first aid treatment
- When lifting heavy objects such as equipment/machinery/etc. the large muscles of the leg instead of the smaller muscles of the back shall be used.
- Employees are not permitted to operate powered equipment unless trained and authorized to do so.

- Employees shall cleanse themselves thoroughly after handling chemicals and follow all special instructions as listed on the Material Safety Data Sheet/Safety Data Sheet.
- All equipment must be inspected prior to use. Storage and work areas must be kept neat and orderly.
- All tools and equipment shall be maintained in good condition.
- Damaged tools or equipment shall be removed from service and tagged.
- Machinery shall not be serviced, repaired, or adjusted while in operation, nor shall oiling of moving parts be attempted, except on equipment that is designed or fitted with safeguards to protect the person performing the work.

Ladders and Step Ladders:

- Read and follow the manufacturer's instruction label affixed to the ladder.
- Do not use ladders that have loose rungs, cracked, or split side rails, missing rubber footpads, or are otherwise visibly damaged.
- Keep ladder rungs clean and free of grease. Remove buildup of material such as dirt or mud.
- Do not place ladders in a passageway or doorway without posting warning signs or cones that detour pedestrian traffic away from the ladder. Lock the doorway that you are blocking with the ladder and post signs that will detour traffic away from your work.
- Do not place a ladder at a blind corner or doorway without diverting foot traffic by blocking or roping off the area.
- Allow only one person on the ladder at a time.
- Face the ladder when climbing up or down it.
- Maintain a three-point contact by keeping both hands and one foot or both feet and one hand on the ladder at all times when climbing up or down the ladder.
- When performing work from a ladder, face the ladder and do not lean backward or sideways from the ladder.
- Do not stand on the top two rungs of any ladder.
- Do not stand on a ladder that wobbles, or that leans to the left or right of center.
- When using a straight or extension ladder, extend the top of the ladder at least 3 feet above the edge of the landing.
- Secure the ladder in place by having another employee hold it if it cannot be tied to the structure.

- Do not carry items in your hands while climbing up or down a ladder.
- Do not try to "walk" a ladder by rocking it. Climb down the ladder, and then move it.
- Do not use a ladder as a horizontal platform.

Pneumatic Tools:

- Do not point a compressed air hose at bystanders or use it to clean your clothing.
- Do not use tools that have handles with burrs or cracks.
- Do not use compressors if their belt guards are missing. Replace belt guards before use.
- Turn the tool "off" and let it come to a complete stop before leaving it unattended.
- Disconnect the tool from the airline before making any adjustments or repairs to the tool.
- Engage positive locks on hoses and attachments before use.
- Shut off pressure valve and disconnect airline when not in use.
- Tag damaged or defective pneumatic tools "Out of Service" to prevent usage of the tool by other employees.