

## ***GENERAL RULES.***

- All employees are required to read and thoroughly understand the rules pertaining to any area in which they are working.
- It is the duty of all employees to comply with the Occupational Health and Safety Association regulations of the province of Alberta or the province in which they are working.
- It is the duty of all employees to comply as well with the Health and Safety Regulations of CDN. Power Pac.
- Possession or use of intoxicating alcohols or drugs when reporting to work or while on duty is strictly prohibited.
- Horseplay of any kind is prohibited.
- Good Housekeeping skills and practice is required on all jobs.
- Every employee must report to his or her foreman or supervisor any unsafe conditions or methods.
- No persons shall deface or tamper with posted rules, signs, or guards placed in or about the worksite.
- Safety belts or harnesses with life lines must be used in areas where hazards of falling are present.
- No person shall refuel a vehicle or piece of equipment while it is running.
- No person shall smoke or use an open flame in a fueling station or fuel storage.
- No person shall be in a location where workers are working overhead, unless protective measures are taken.
- Ragged, ripped, torn or loose clothing is not permitted.
- No person shall stand or walk under a suspended load of any kind.
- Access to all machinery switches shall be kept free of all obstructions.
- Projecting nails or screws shall be bent over or removed.
- Only qualified electricians shall do electrical repairs on electrical equipment.
- If equipment is classified as broken or in need of repair it shall be taken out of use, tagged appropriately, and given to the site Supervisor for furtherance.
- No employee shall use tools for other purposes than what they are designated for.
- Equipment operation shall only be done by a trained and qualified employee.

***General Rules (cont.)***

- All persons must be safely seated in a vehicle while it is in motion.
- Getting on or off any vehicle or equipment while in motion is prohibited.
- The operator of any equipment should never be impeded.
- Persons should be educated on the use and location of fire extinguishers on site.
- When using ladders, never stand on the top plank, and always have the ladder facing towards you.
- Keep open flames away from storage facilities and batteries.
- Read and take heed of all warnings signs.
- Each and every employee is responsible to wear the appropriate PPE in whatever surrounding they are in.
- All company vehicles and equipment must be operated in a safe and courteous manner.



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Harold Kinsey

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