

Employee Code of Safe Practices[©]

2009 Edition

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ENGINEERING & UTILITY
CONTRACTORS ASSOCIATION

EMPLOYEE CODE OF SAFE PRACTICES[®]

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EMPLOYEE CODE OF SAFE PRACTICES[©]

INDIVIDUAL RESPONSIBILITY

If you have a safety problem related to this job or have any doubt as to the safety of any work activity – including the use of tools and equipment – STOP and seek instruction from your supervisor/foreman or project safety officer. Each person on this site is expected to work and utilize all tools and equipment in a safe and sane manner.

The supervisor/foreman or key employee (qualified by training and/ or experience as a competent person) on your crew has complete authority to suspend work activities and remove exposed employees from work locations where OSHA and company safety requirements are not being followed. The competent person is responsible for hazard recognition and protection including but not limited to: soils analysis, protective systems, hazardous material, etc.

Attendance at Safety Meetings is MANDATORY

Tailgate safety meetings are held at least every ten days and are normally held on your work site at the start of your shift every Monday

Specific job circumstances or incidences may dictate the necessity for additional meetings. We encourage your active participation.

FAILURE TO ADHERE TO THE RULES OF THE SAFE PRACTICES RELATING TO YOUR SAFETY OR THAT OF FELLOW EMPLOYEES, OR FAILURE TO SAFEGUARD EQUIPMENT, TOOLS OR MATERIALS, WILL RESULT IN APPROPRIATE DISCIPLINARY MEASURES AND MAY LEAD TO YOUR DISCHARGE.

The following safety rules are intended to be in force at all times. Circumstances may dictate that additional rules or procedures must be followed or these rules may be modified to meet the situation. These rules are not a substitute for good judgment and safety awareness. Keep both in mind when working on any job for this company. Specific and/or further clarification is available in the company's Injury and Illness Prevention Program available at the office.

GENERAL JOBSITE INFORMATION

1. When required, everyone will wear a hard hat, sleeved shirt, stout leather shoes/boots, long pants, and orange outerwear.
2. Everyone will follow these safe practices and procedures, will render every possible assistance to safe operations, and report all unsafe conditions or situations to a superintendent/foreman.
3. All employees are required to work in a safe manner and follow all safety rules and procedures. Failure to do so will result in disciplinary action up to and including termination. If you have any doubt as to the safety of anything you are doing or working with, STOP your activity and seek instruction from your superintendent/foreman before continuing.
4. All workers will attend Tool Box Safety Training.
5. The use or possession of alcohol or illegal drugs is not permitted by anyone on this job, nor is anyone permitted to be at work under the influence of these substances. Failure to comply with this regulation will result in immediate suspension and possible termination.
6. Scuffling, horseplay, insulting behavior and other acts, which may negatively affect the well-being or safety of other workers or their productivity, are prohibited.
7. No one will knowingly be permitted or required to work while his/her ability or alertness is impaired by fatigue, illness, prescribed medication, or other cause that might unnecessarily expose them or anyone else to injury.
8. No one is permitted to enter manholes, underground vaults, chambers, tanks, silos or similar structures known as Confined Spaces, without proper training, certification, equipment and permits (if required). A trained employee will conduct air quality testing before anyone is permitted to enter a possible confined space.
9. Employees will inspect all tools and equipment and make sure that all guards and safety devices are in place and operating. Defects will be promptly reported to the foreman.

10. No one is permitted to ride on any machine or vehicle unless it is provided with a stationary seat and seat belt for each passenger. This includes construction equipment with roll over protection and trucks. Seat belts must be worn at all times.
11. Do not operate or work on any equipment, tool or energized (electrical) system unless properly trained and authorized by your foreman.
12. Report all injuries – no matter how minor – to your foreman immediately, so that first aid or proper medical care can be promptly arranged.
13. When moving or lifting large or heavy objects:
 - a. If required, use lifting equipment
 - b. Get help
 - c. Lift with your legs, not your back
 - d. Make sure your path is clear
14. Do not throw tools, materials, or trash from any elevated area or structure.
15. Properly discard all trash or used items. Do not throw anything into a river, stream or sewer. Collect any hazardous materials and dispose of them as prescribed on the package or by instructions from your superintendent/foreman.
16. Wash hands, arms and face after using hazardous products and before eating, drinking, smoking, using the toilet or going home.
17. Never use gasoline for cleaning purposes.
18. Never expose an enclosed tank or vessel to any source of heat (burning, welding, cutting, etc.) until you have determined that no possibility of explosion exists and you have been authorized to begin work by the superintendent/foreman. The presence or absence of explosive/flammable material will be determined by the use of a properly calibrated meter. This procedure will also be used on tanks and vessels with vents and openings that seem to permit air-flow.
19. Immediately report any damage or misalignment of any scaffold or support structure to your superintendent/foreman.
20. Keep work areas clean of debris and orderly at all times. Store/stack building materials in a safe and ordered manner.
21. Before starting work, check your work area for unsafe conditions, and at the end of the day be sure the area is safe and secure.
22. All employees will abide by our Hazardous Communication Program.

23. Material Safety Data Sheets (MSDS) are available at the job site. Employees may review them at any time or have the superintendent, foreman or safety officer review them with you. Consult MSDS before you begin work if you have any concerns about any substance.
24. All employees shall know the location of the First-Aid Kit, Fire Extinguisher, MSDS Sheets, the Emergency Evacuation Plan, and Required Safety Equipment.
25. Certain tasks require specialized Personal Protection Equipment (PPE). When performing these tasks:
 - a. You will be provided with appropriate PPE – make sure you are qualified to wear this equipment.
 - b. Inspect your PPE before, during and after use to identify any defect or damage.
 - c. Inform supervisor/foreman of defective or damaged PPE.
 - d. Care for, clean and maintain PPE according to manufacturer's instructions or recommendations – PPE shall not be modified.
 - e. Employees shall not share PPE until it has been properly cleaned and sanitized.
 - f. Only certified and trained employees will be allowed to use respirators.
 - g. Be aware that use of PPE does not eliminate the hazard.
26. Smoking is permitted in designated areas only and never while handling any combustible equipment or substance.
27. Ammunition and weapons are strictly prohibited from any portion of this job. Failure to comply will result in immediate suspension, pending investigation.
28. All non potable water (unsanitary drinking water) outlets or tanks shall be clearly identified with proper signage.
29. All containers, including secondary containers, for hazardous substances, will be labeled with product information and a hazard warning sign.
30. No cell phone use during the operation of any equipment.

USE OF TOOLS AND EQUIPMENT

1. Maintain tools and equipment in good operating condition. Report defective or unsafe tools and equipment to your superintendent/foreman.

2. Guards are placed on tools and machinery for your protection – before use, make sure they are in operating order. Never remove, pin back, or otherwise defeat these guards.
3. Use the proper tool for the job. NO SUBSTITUTES. Do not use screwdrivers for chisels, line-bars for hammers, rasps/files for punches, etc.
4. Do not use extensions or “cheaters” to get better leverage on wrenches.
5. Make sure cords, plugs, and connections on electrical tools and equipment are intact and operating properly. Repair any defects immediately or remove the tool from use until it can be properly repaired.
6. Protect all tools and equipment from unnecessary bumps, crashes, falls, etc.
7. Do not allow machines or vehicles to run over electrical cords. Take measures to protect cords from pinching, cutting, chopping, abrasions, and so on.
8. In locations where the use of a powered tool is difficult due to height of the work or limited space, support the tool with a rope, stand, or other means.
9. Compressor connections are to be secured with a clip, wire, or whip at all times. Be sure to bleed pressurized hoses before disconnecting them. Protect pressure-hoses as you would electrical cords.
10. Air-powered [pneumatic] or hydraulic hoses and connections shall be inspected before each use for defects or damage. Repair all defects or replace the hose or connection, when necessary.
11. All connections of air-powered or hydraulic-powered tools or hoses are to be secured against disconnection by wiring connection parts together or using whips or threaded connections to prevent separation. This includes the connection at the power source.
12. DO NOT use compressed air or oxygen to blow dust or dirt from clothing.
13. Use proper personal protection equipment (PPE) when using tools or equipment, such as eye, ear, foot, knee and breathing protection.
14. Employees who operate and repair powder actuated tools must be trained and certified in the safe operation of such tools. The tool and powder ammunition will be stored in a separate locker container.

MACHINERY AND VEHICLES

1. Do not operate any machinery, equipment or vehicle unless trained and authorized.

2. Do not operate within 10 feet of overhead electrical lines. This is the minimum allowable distance. Higher voltages require greater distance for your safety. Refer to Cal-OSHA regulations or check with your supervisor if you have questions.
3. Restrain loose or frayed clothing, long hair, dangling jewelry, etc. when working around machines and equipment. Rings should not be worn when on the job.
4. Do not service, repair or adjust machinery or equipment while it is moving or operating. Do not oil or lubricate any machine or equipment while it is operating unless it is designed for this. Make sure safeguards are in place.
5. NEVER work under any equipment, vehicle, or machine unless it is properly braked and supported. Jack stands, block or similar devices shall be used in all cases.
6. Use lockout procedures whenever the possibility exists that the equipment, machine or vehicle may be started/ engaged by someone other than the person working on it.
7. Air-powered [pneumatic] or hydraulic hoses and connections shall be inspected before each use for defects or damage. Repair all defects or replace the hose or connection, when necessary.
8. All connections of air powered or hydraulic-powered hoses or tools are to be secured against disconnection by wiring connection parts together or using whips or threaded connections to prevent separation – this includes connection to the power source.
9. Cranes are very specialized equipment and must be operated according to manufacturer's specifications and various governmental regulations.

EXCAVATIONS AND TRENCHES

1. Ensure that proper notification of the excavation has been provided to Underground Service Alert (USA) by calling 811 at least two working days prior to the start of excavation. Excavation tickets must be renewed every 28 working days during any excavation work in your area. Mark the excavation area in white paint prior to making the call to USA. Verify that all known utilities have been marked by their operators or their locating service prior to excavating.
2. The terrain and existence of underground utilities will be carefully considered by your Competent Person. The Competent Person will determine what, if any, special precautions will be taken to comply with the Construction Safety Orders.

3. An on-site meeting with the contractor and the high-priority subsurface installation operator (utility owner) shall be held prior to the start of excavation to determine any actions or activities necessary to verify the location of that installation.
4. The designated competent person (qualified by training and/or experience) shall have complete authority to suspend work activities and remove exposed employees at work locations until all hazards have been corrected.
5. NEVER enter any excavation or trench that is 5 feet or more in depth unless it is properly shored or sloped and a competent person has deemed it as safe. Differing sites or soils may require shoring at lesser depths.
6. NO ONE has the authority to require or knowingly permit any employee or subcontractor to enter any excavation/trench, which has not been properly shored, sloped or shielded.
7. All shoring shall be installed from the top down and removed from the bottom up.
8. EVERY trench or excavation must be inspected by the competent person at the beginning of each shift and following any ground shifting event; i.e., earthquake, rainstorm, freeze, thaw, etc.
9. Make sure spoils as well as any other objects are far enough from the edge of the excavation/trench – 2 feet is the absolute minimum clearance.
10. If evidence of cave-ins or slides is apparent, all work in or adjacent to the trench will stop. Work activities may be resumed only after all necessary safety precautions have been taken to correct the danger and inspected by the project supervisor or the Competent Person.
11. Trenches 4' or more in depth shall have a ladder or other means of access/egress within 25' of an employee in that trench.
12. Every trench or excavation more than five feet in depth in all types of soil will be shored, sloped, or shielded in accordance with code prior to any employee entering such area. Differing or changed site conditions may require shoring modifications. All employees working within shored systems must stay inside the protective system when working in the excavation.
13. Trenches with a depth exceeding 20 feet must be shored by a stabilization system designed and stamped by a registered engineer.
14. Do not climb on trench shoring or bracing.
15. No one shall cross over a trench that is wider than 30" and deeper than 6' without using a walkway or bridge with standard guardrails.

16. Position cranes, trenches, backhoes, trucks and other large equipment away from the edge of the excavation/trench to minimize pressure on the side-walls.
17. Visually inspect all excavations/trenches before back filling to make sure it is safe to do so.
18. Do not operate heavy equipment above slopes, cuts, banks and cliffs when people are working below.
19. Do not operate heavy equipment where the slope, wet conditions, or possibility of cave-in increase the probability of turnover.
20. Always examine the trench for personnel in them prior to any back filling activity.

LADDER AND SCAFFOLDS

1. Scaffolds are to be erected under the direction of a competent person.
2. All scaffold members and connections are to be visually inspected for defects during erection, and repaired or discarded as necessary.
3. Handrails will be placed on all scaffolds 7.5 feet or higher. If the placement of handrails is not possible, workers shall wear proper fall prevention/protection equipment.
4. All ladders and scaffolds are to be inspected frequently and repaired or removed from use immediately upon the discovery of any significant defect.
5. Stepladders are to be used only when legs are fully extended and firmly placed.
6. NEVER stand on the top step or last rung of a stepladder. Get a longer ladder to reach your work.
7. Extension ladders and job-built ladders must be secured to the landing area.
8. Extension ladders and job-built ladders must reach at least 3 feet beyond the edge of the landing area and if possible, be tied off to a non-movable object.
9. Extension ladders will have safety feet attached. All ladders will be firmly placed and set or supported evenly.
10. NEVER use metal ladders when working on or near live electrical wires or energized equipment.
11. Always face the ladder and use both hands while climbing – do not carry materials or tools up or down a ladder.

LASERS

1. Only qualified and trained employees shall be assigned to install, adjust or operate laser equipment.
2. Post at least one “laser in use” warning placard at each laser location.
3. Turn the laser off when it is not required or it is left unattended for a substantial period of time.
4. Do not look directly into the laser or point the laser at another person unless a fan lens is in use and the viewer is at least 500 feet away.
5. Set the laser up well above the heads of employees when possible, otherwise set it up well below.
6. Anti-laser eye protection shall be worn when working in areas in which a potential exposure to direct or reflected laser light greater than 0.005 watt (5 milliwatts) exists.

HEAT ILLNESS PREVENTION

1. Employees must be trained to identify the signs of heat illness and understand the procedures for responding to employees suffering from heat illness. Symptoms of heat illness include headaches, dizziness, light-headedness, muscle cramps, and/or unusual fatigue or weakness. PLEASE ALSO REFER TO XVI - Heat Illness Prevention Plan.
2. Where a continuous supply of water is not available (plumbed), the employer shall provide one quart of water per employee per hour for drinking for the entire shift. Employers may begin the shift with smaller quantities of water if they have effective procedures for replenishment during the shift as needed to allow employees to drink one quart or more per hour. It is recommended to drink approximately one quart of water per hour. Caffeinated drinks, alcohol, and some prescription medications may increase heat illness due to dehydration.
3. Access to shade must be made available to employees suffering from the symptoms of heat illness for no less than five minutes.
 - a. Shade Requirements:
 - i. Access to shade must be made available to employees suffering from the symptoms of heat illness for no less than five minutes. There is no temperature trigger for an employee’s right to request a preventive recovery period.
 - ii. Expected Temperature 85°F – If the National Weather Service forecast for the work area as of 5 p.m. the previous day is 85°F or above, shade

must be ready and available at the start of the shift. If artificial shade will be used, it must be erected by the start of the shift. The 85°F trigger only applies to the manner in which shade is provided. Employer is still obligated to make shade available for employees who believe they require a preventive recovery period, regardless of the actual or expected high temperature. There is no temperature that triggers enforcement of the §3395 standard in general.

- iii. Actual Temperature 90°F – Regardless of the forecasted high the previous day, employer is to be aware of the temperature and must have shade erected if the actual temperature exceeds 90°F.
- iv. Amount of Shade – Employer will generally be expected to provide enough shade for 25% of the employees on a shift at any one time. Enough shade must be provided that each may be able to sit comfortably, fully shaded, and without touching each other.
- v. The interior of a vehicle may serve as a shade substitute if the vehicle has air conditioning and the air conditioning is operational and running.

OPERATIONS REQUIRING SPECIAL CERTIFICATION ARE ADDRESSED IN DETAIL IN OUR SAFETY HANDBOOK

No one will be required to perform any of the tasks below without proper certified training:

- 1. Welding and Burning
- 2. Explosives and Blasting
- 3. Use of Powder Actuated Tools
- 4. Use of Pressure Tanks
- 5. Pipe Jacking and Tunneling
- 6. Crane Operation – 15,000 lbs and up or boom length 25 feet or more

EMERGENCY ACTION PLAN

In the event of fire, earthquake, disaster, civil unrest or other emergency, the superintendent/foreman and/or the competent person will coordinate the emergency action. Above all, DO NOT PANIC or put your safety at risk.

- 1. Direct employees to a safe, pre-designated area and account for all employees.
- 2. If necessary, call or send for local emergency/medical assistance.

3. Stabilize the area.
4. If necessary, start rescue operations. Account for all employees.
5. If necessary, administer first aid if trained to do so.
6. If necessary, coordinate the direction of emergency vehicles to the appropriate area.
7. Follow company's procedure for notifying upper management.
8. In case of any injury or death, notify upper management immediately. Follow procedures listed in the Injury Illness Prevention Program manual.

Earthquake

Follow above plan, but if outside keep away from structures. If inside, get under a desk or in a doorway. Stay away from plate glass windows.

Civil Unrest/Violence

1. No one is to engage in direct confrontation.
2. Alert all personnel to the situation and location of the disturbance. If necessary, evacuate as a group, in a direction away from the disturbance. Abandon material, equipment, property, etc. Do not risk injury to anyone.
3. Account for all employees.
4. No one is allowed to work or stand post alone.
5. Attempt to keep non-job personnel away from the site or equipment without placing yourself or anyone else in danger.
6. If necessary, call or send for local authorities.
7. Return to work only after the disturbance is contained or removed by local authorities.

Excavation/Trench Rescue

1. Don't panic.
2. Do not enter an unsafe, unstable excavation or trench.
3. Call/send for help:
 - a. Give your name and exact location.

- b. Have someone available to direct emergency vehicles, if practical.
4. Account for all employees.
5. Apply first aid if trained, or self-care until emergency vehicles arrive.

Confined Space Rescue

CAUTION – Remember that often there are more fatalities associated with rescue than the actual victim(s) involved. Only personnel trained in Confined Space Rescue may enter the confined space.

Follow the above Emergency Action Plan, adding:

1. Sound an alarm or summon for help by voice command.
2. Use a monitor to sample the confined space air to determine if it is clear for entry.
3. If the air is not safe, ventilate and re-sample to determine if it is clear for entry.
4. If the air is not safe, wait for a fire department rescue team, or, if available, use personnel who are properly trained in the use of a fitted life line and respirator (SCBA).
5. Rescue can now begin.
 - a. Enter the confined space only after a second standby person, properly trained and wearing proper safety equipment, is at the scene and ready to assist.
6. Once you have entered the confined space, assess the cause of the accident.

These situations require special handling.

- a. **If the person is not breathing or if the atmosphere will not sustain life**, fresh air and artificial respiration must be made available. Lack of oxygen beyond five (5) minutes may result in permanent brain damage.
- b. **If the injured person is severely bleeding**, first aid procedures must be started immediately to stop bleeding. Arterial bleeders are extremely critical - treat for shock.
- c. **If the injured person has fallen and is suspected of having a back or neck injury**, if possible, immobilize the person in the position found. In such cases, one rescuer is not sufficient since difficulties may be encountered because of the limited size of the confined space opening. If person is unconscious, and not breathing, begin CPR. Treat any unconscious person suspected of being a fall victim in the same manner you would a person with a back or neck injury.

Bloodborne Pathogens

Avoid Contact With Blood or Body Fluids

1. Contact with blood or any potentially infectious material, including body fluids of any kind must be avoided in order to avoid exposure to disease.
2. Training on the use and availability of protective gloves, breathing masks, other barriers, and other safe practices will be provided to all employees who may be called upon to provide First-Aid.

FIRE PREVENTION PLAN

While the safety program administrator holds the responsibility for the implementation of the Fire Prevention Program, it is the duty of every employee to be responsible for fire prevention activities in daily operations. A site-specific written fire prevention plan must be prepared for each new jobsite. The following are our guidelines for ensuring fire safety:

Identification of Fire Hazards

There are multiple possibilities for fire hazards in our industry, including vehicles/equipment, shop areas, offices, and specific operations. These present fire hazards that include chemical fires, electrical fires, flammable liquids, metals, and thermal fires. Be aware of the possibilities in your work area, so you have the knowledge of how to handle a fire emergency, including what type of extinguisher may be effective.

Fire Prevention Practices

1. Electrical Fire Prevention-
 - a. Follow guidelines for the installation and use of GFCI's.
 - b. Turn off electrical equipment when not in use.
 - c. Inspect and order the repair of outlets and wiring when necessary.
 - d. Do not overload circuits.
2. Chemical Fire Prevention-
 - a. Store flammable liquids properly, in appropriate containers and separate.
 - b. Do not mix chemicals, be familiar with chemicals you are using.
 - c. Follow procedures when fueling vehicles or equipment.
 - d. Keep spark and flame away from chemicals.

3. Thermal Fire Prevention-

- a. Ensure that area is clear of flammable debris when performing spark-producing operations.
- b. Practice good housekeeping, store oily and greasy rags in proper metal containers.

Fire Control Measures

1. It is our company's policy to ensure that adequate numbers of portable extinguishers are present at all worksite locations. Most extinguishers are of the multi-purpose, ABC type. When necessary, ensure that a metal extinguisher is present when there is a possibility of a metal fire.

Maintenance and Inspection Program

1. All extinguishing systems must be inspected and serviced by our fire extinguisher service provider. Additionally, visual inspections shall occur at least monthly.

Alarm Systems

1. There should always be one serviceable smoke/carbon monoxide detector in each major work area.
2. Detectors should be tested monthly and should provide audible alert to the presence of smoke/fire and/or carbon monoxide. When activated by means other than a test, the emergency evacuation procedures should be followed as outlined in the emergency action plan.

Employee Response to Fire Emergencies

1. Alert employees to the emergency location and type.
2. If a small fire is present, and you are trained to do so, attempt extinguishment with a portable extinguisher.
3. If the fire cannot be promptly extinguished, evacuate the premises. Follow evacuation procedures as outlined in the emergency action plan.
4. Under no circumstances should untrained employees attempt to operate portable extinguishing equipment.

DISCIPLINARY POLICY STATEMENT

Cal-OSHA required disciplinary policy for all company safety programs. This Disciplinary policy shall be utilized as a method of ensuring the safety of all personnel on our projects as well as emphasizing the personal responsibility that every single employee has in complying with our company safety program.

Policy

We have formulated our disciplinary policy and procedures because numerous Cal-OSHA and Fed-OSHA decisions state that every employer must discipline employees for safety and health violations. The safety procedures outlining our "Employee Code of Safe Practices" are for the protection of all employees and the public.

Our company will make every reasonable effort to ensure the health and safety of all workers in every situation. No worker shall be required or knowingly permitted to work in an unsafe or unhealthy place, except for the purpose of making it safe and healthful and then only after proper precautions have been taken to protect the worker while performing such work.

Appropriate Action

The appropriate disciplinary action implemented against the violator may be based on his/her previous history of non-compliance and the seriousness of the violation. Our company retains the right to take any appropriate disciplinary action up to and including termination of employees.

Written Warnings

A written warning will be prepared for each violation of our company's Employee Code of Safe Practices determined to be knowing and willful. The company's safety representative shall make this determination. One copy of this warning will be furnished to the violator and one maintained in company records.

ACKNOWLEDGMENT

I have read and understand the Employee Code of Safe Practices.

Employee

Date

Supervisor

Date