## COMPANY GUIDELINES AND RULES

**Purpose**

All workers have certain responsibilities to both [Organization Name] and fellow workers. These relate to working safely.

These General Safety Rules and Regulations are developed and communicated to all workplace parties.

POLICY

It is the expectation of [Organization Name] that all company Rules and Regulations will be always complied with.

**Responsibilities**

Management

* Ensure that the resources and training have been provided to personnel to do the work safely.
* Ensure that this document is periodically reviewed for adequacy.
* Develop a set of General Safety Rules and Regulations.
* Ensure that this procedure is implemented and adhered to at all [Organization Name]   workplaces.
* Ensure this policy is communicated to all workplace parties.
* Communicate the General Safety Rules and Regulations to all workers and ensure that they understand them.
* Continually assess the workplace and, when necessary, implement Site-Specific Safety Rules and Regulations.
* Ensure that all site-specific rules and regulations are communicated to all workers.

Worker

* Understand and follow the General Safety Rules and Regulations

Contractor

* Ensure their workers always work in compliance with this policy.

**Procedure**

* [Organization Name] workers must conduct all company transactions in an ethical and lawful manner while recognizing their responsibility to represent the best interests of [Organization Name].
* The conditions listed here are only examples of the kind of misconduct warranting corrective action, up to and including termination.
* In most situations, use of common sense and good judgment will ensure satisfactory conduct. If you are ever in doubt, speak with management.
* Workers are expected to behave in ways that positively reflect [Organization Name] ’s core values.

The following are the General Safety Rules and Regulations to be complied with:

* [Organization Name] Health and Safety Policy and programs are to be always followed.
* Safety rules, as laid down by the local authority, will be strictly always adhered to.
* Rules and procedures, described by management, will be strictly adhered to.
* Operators of company vehicles/equipment shall have a valid and relevant drivers/operator’s license.
* Consumption of alcohol and/or any banned substances during working hours, breaks, and at lunchtime is not permitted. Likewise, reporting to work while under the influence is not permitted. [Organization Name]’s Drug and Alcohol Policy provides specific requirements and must be adhered to.
* Approved personal protective equipment/apparel, must be always worn as directed.
* Use proper lifting techniques when manual material handling is required.
* Obey all rules, signs and instructions.
* Report immediately any condition or practice which may pose a risk to people, equipment, property, materials or the facility to management.
* Electrical equipment or circuits are to be handled only by qualified and authorized personnel.
* Do not operate any piece of equipment, forklift truck - unless assigned by your immediate Manager.
* Do not remove “danger” or “lock out” tags placed on machinery or equipment. Safety devices on equipment must not be removed or made inoperative. Shut down and lockout machines before cleaning, oiling, adjusting or repairing.
* All incidents are to be reported to management immediately and the appropriate forms filled out by the end of the working day.
* Using compressed air for blowing dust from clothing is forbidden. Never direct a stream of compressed air toward your own body or that of another person.
* Machine tools must be attended to while they are in operation. An operator should not be distracted while his machine is running.
* “Rough House’ or “Horse Play” is dangerous and will not be tolerated. It often results in someone else sustaining an injury.
* Check equipment constantly for unsafe conditions.
* All flammable liquids and acids must be kept in safe containers and properly identified.
* Materials, parts, tools, oil, grease or other articles must not be left wherever they may cause a tripping or slipping hazard to any person.
* Protect yourself and fellow workers by helping always keep the worksite clean and tidy. Do not leave food, refuse, wrappings or rags lying around.
* Do not operate machinery unless all guards are in place.
* Stay clear of overhead loads.