## **Company Name**

### **Safety Policy**

**Insert Property Address**

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**Introduction**

(Company Name) “(Company Name abbreviation)” or “management” or the “company”) is committed to the safety of its employees, subcontractors, vendors and the safeguarding of its property and equipment. To this end, we will utilize a safety program in our daily activities.

Disregard of any company safety rules may result in disciplinary action including immediate termination of employment and/or contracts with vendors.

It is necessary that the company establish safety rules and regulations to be observed by all employees/contractors at all times. With regard to these rules, the following will be considered standard procedure for all employees/contractors:

- Should a safety regulation be modified so that an employee's/contractor’s safety is something less than it should be, the employee/contractor should inform the company immediately.

- All questions concerning the reason for doing something in a certain manner may be asked of any member of management at any time.

Employee/Contractor decisions should always be guided by the company's commitment to safety. Should a hazardous situation or condition exist, and a decision has to be made on safety or production, ***safety concerns should always take precedence over production.***

It is the responsibility of each manager and supervisor or contractor to see that every employee and contractor working for the company is provided with safe working conditions, all safety regulations are observed, and employees use good common sense to protect themselves as well as others.

Management and supervisors will periodically inspect working conditions and may suspend all work activity until an unsafe condition is corrected.

***The most important part of safety is the employee/contractor himself.***

It is the responsibility of each person working on the job to abide by the safety rules since these rules are made for their protection. Employees and contractors are expected to report any personal injury immediately, however minor. Report all dangerous conditions and practices to management.

**All contractors prior to the start of any work will provide worker’s compensation insurance to management. If a contractor does not have worker’s compensation insurance, a waiver of liability will be provided in writing prior to the start of work.**

**Safety Rules**

Besides the following listed safety rules, each employee/contractor should make himself familiar with the work place and check if there are any additional special safety rules in the designated work area.

- First aid supply kits are provided in the work area. It is the responsibility of the supervisors to see that the kits remain well stocked.

- Know where the fire extinguishers are located and how to use them.

- All defective materials or tools must be brought to the attention of the supervisor and not remain on the job.

- Safety glasses will be provided by the company if necessary. They will be used at all times while working in the production areas of the plant.

- Hearing protection will be provided by the company for jobs, which require such devices.

* Wear clothes suited for the job. Do not wear open-toed shoes.

- Practice good housekeeping. Keep work area clean and free from stumbling hazards, grease, etc. The work site should be swept and cleaned each night. At the end of the week, all trash should be removed from the exterior of the property and the job site should be cleaned.

- Learn to lift the correct way. Bend knees. Keep back erect. Get help for heavy loads. No scuffling or horseplay on the job.

- Do not run within the work area.

- Do not allow raw material, finished goods or trash to be in aisles or stairways.

- Employees must be sure that their actions do not endanger other employees, or damage company or personal property. Foul language and excessively loud music are prohibited on the job site.

- Keep guards and protective devices in place at all times.

- Use tools only for their intended purposes. Do not use broken or dangerously dull tools. Do not attempt to operate special machinery or equipment without permission and instructions.

* Do not repair or adjust machinery while it is in operation.

**Hazardous Wastes**

The Environmental Protection Agency has classified certain chemicals and chemical groups into categories, which have been classified as toxic. This means that in concentrated forms or by accumulating and combining with other chemicals (even with air) these chemicals can be hazardous to human health if exposure occurs.

The company committed to **NOT** creating or disposing of hazardous wastes, which will contaminate the environment and will choose materials, which have been judged as non-hazardous whenever this is possible, and properly dispose of hazardous materials if used. The company also will **NOT** knowingly dump any waste into the environment at any time.

The company will inform contractors and employees how to control hazardous wastes and what to do if they are exposed to hazardous wastes. If any employee/contractor suspects that the wastes they may encounter as an employee are hazardous they should inform management immediately.

**Reporting Injuries and Accidents**

Contractors and employees must advise management of all accidents, injuries or illnesses that occur while at work. All accidents, injuries or illnesses that occur while at work must be reported immediately no matter how slight they may appear.

Management will provide the proper forms for reporting job related accidents, injuries and illnesses. Failure to report these occurrences may be cause for disciplinary action or termination.

In the event of a vehicular accident involving a company owned vehicle or while on company business, employees and contractors should report all information immediately to management. In no instance should responsibility for an accident be expressed to anyone until the proper person in the company has been notified and permission has been obtained to make statements.

**Job Site Security and supplies**

Every night, the site is to be secured with all doors and windows locked. Contractor equipment must be locked up and secured. All equipment owned by the contractor is the responsibility of the contractor and **Management is not responsible for theft of loss of and equipment maintained on-site**.

**THE COMPANY HAS A ZERO TOLERANCE POLICY FOR DRUGS AND ALCOHOL ON THE JOB SITE.**

**DISREGARD OF THIS POLICY WILL RESULT IN IMMEDIATE TERMINATION AND/OR LEGAL ACTION.**

**EXECUTED BY: (Signature, Name and Date)**