**Company Safety Rules**

1. Every individual is responsible for your own safety and the safety of fellow workers;
2. All employees must obey and follow the safety rules as set out by Bristal Hauling Inc. and that of the clients we work for;
3. CSA and company approved hard hats, safety vests, and safety footwear shall be worn on all jobsites. Safety glasses and/or safety face shield will be worn when a task has any potential to cause eye injury or allow foreign objects into the worker’s eyes. PPE items will be supplied by Bristal Hauling Inc. as required by *Module 6: Personal Protective Equipment* of the company safety manual;
4. Horseplay, fighting is forbidden at all times;
5. Report all injuries or damage to equipment and property to your supervisor/foreman immediately no matter how slight it may seem to you;
6. Consumption of alcohol or illegal drugs or coming to work while under the influence of is strictly prohibited. Being in possession of alcohol or illegal drugs on any company or client job site is strictly prohibited;
7. Always use and follow the company’s safe work practices and safe job procedures;
8. Smoking is strictly prohibited in areas that may contain flammable, combustible, or explosive materials;
9. All tasks must be done safely. Inform your supervisor immediately if you feel you are impaired in any way. Arriving for work or remaining at work when your ability to perform the work in a safe manner is impaired is prohibited;
10. Theft, vandalism, or any abuse of company property or equipment is strictly prohibited;
11. Only qualified personnel are permitted to operate machinery and mobile equipment;
12. Consult your supervisor before operation of any tool, equipment, or machinery if it is new or you are unfamiliar. Bristal Hauling Inc. will train all employees on new procedures but individuals must take personal responsibility if there is any question on safe operation;
13. All employees will inspect their safety devices and PPE prior to use and ensure it is in good and proper condition. Report any deficiencies immediately to your supervisor or management;
14. Report all unsafe acts to your supervisor or management immediately. Correct any unsafe conditions immediately and report them to your supervisor or management;
15. No employee shall ride on any equipment unless it is specifically designed for passengers;
16. Maintain good housekeeping at all times on all worksites;
17. Never stand or walk under a suspended load;
18. Drivers will operate company trucks and machinery with a defensive driving approach and obey the law at all times.
19. Use of cell phones or mobile devices is prohibited in accordance with provincial law and company safe work practice.

**General Office Safety Rules**

1. Floors, stairs, and aisles must be maintained free from physical hazards which could result in slips, trips or falls;
2. All aisles that may be used as a fire exit must be kept clear of all obstacles;
3. All employees shall familiarize themselves with all fire exits from their workstations and, in the event of a fire, shall calmly put promptly leave the building and congregate at the front of the office building for conducting of a head count;
4. Safe work practices and safe job procedures will be followed in the office at all times.
5. Office supplies shall be stored away properly. Doors and drawers of desks and filing cabinets shall be kept closed when not in use;
6. Chairs shall not be used in place of step ladders;
7. Extension cords, telephone cords, or any cord or wire shall not be stretched across a floor to create a tripping hazard;
8. All authorized and required PPE will be worn when leaving the office to visit another company work area.

**Disciplinary Action**

Bristal Hauling Inc. reserves the right to administer whatever discipline is necessary to ensure the company rules and regulations are complied with and that the safe work practices and safe job procedures are followed.

Supervisor’s have the authority to suspend an employee who willfully and knowingly disobeys our company rules. All infractions will be documented and a copy retained on file.

First infraction - Written warning

Second infraction - Sent home for that day

Third infraction - Sent home for that day plus the next

Fourth infraction - Indefinite suspension and/or termination

In addition to the above disciplinary action, drivers and operators are responsible for compliance with all federal, provincial, and municipal laws and may be subject to appropriate fines levied by Bristal Hauling Inc. when these laws are knowingly violated. There is no excuse to violate laws that protect the public and individuals and breaches will be held in the most serious manner.

**\*** The safety information in this policy does not take precedence over The Workplace Safety and Health Act or the Regulations.

**Policy Implemented: June 1, 2016**



**Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Review Date: June 1, 2016**

**Willy Toews – Company Owner**

**Disciplinary Action Form**

Location: Date/Time:

Name of Employee:

Describe the Incident:

Employee Comments:

Disciplinary Action Recommended:

Disciplinary Action Taken:

Employee: Date:

Manager: Date: