

	WESTERN MILLCRAFT INC. 12506 – 128 STREET EDMONTON, AB, T5L 1C8	Effective Date: 1 OCTOBER, 2011	Revised by: JFK
	OCCUPATIONAL HEALTH & SAFETY MANUAL COMPANY RULES AND REGULATIONS COMPANY SAFETY RULES AND REGULATIONS	Page 1 of 2	HSE: 5.1:8.12 Revision: 00

COMPANY SAFETY RULES AND REGULATIONS:

Western Millcraft Inc. is committed to a strong Health, Safety, and Environment program, with a goal of zero incidents and injuries. Western Millcraft Inc. will enforce safety in the workplace and will take appropriate measures to comply with all applicable legislation and industry standards to protect and promote the health and safety of all employees, subcontractors, the public and the environment.

DEFINITIONS:

RULE:

A directive that governs and controls conduct or action, and this is instituted by a company or an organization. These are, “you shall”, or “you shall not” statements. They leave no room for discretion or argument. Rules are enforceable and must be enforced. Any and all violations to the Health, Safety, and Environment rules will be dealt with immediately, and will result in progressive disciplinary actions being taken, up to and including immediate dismissal.

REGULATION:

A principle, rule, or law designed to control or govern conduct. Regulations are enforceable and must be enforced. Any and all violations to the Health, Safety, and Environment regulations will be dealt with immediately, and will result in progressive disciplinary actions being taken, up to and including immediate dismissal.

GENERAL RULES OF CONDUCT:

In the interest of ensuring a safe and efficient operation to the mutual benefit of Western Millcraft Inc. employees, subcontractors, the public, and the environment, the following rules of conduct have been established:

YOU SHALL:

1. You shall obey all safety rules, regulations, warning and/or instructional signs
2. You shall wear the mandatory and all necessary CSA approved Personal Protective Equipment (PPE) provided to guard against injury for the job being performed in the shop, yard, or site including Fall Protection Equipment
3. You shall ensure that the mandatory and all necessary CSA approved Personal Protective Equipment (PPE) is maintained and in good working condition
4. You shall prior to commencing any work in the shop, yard, or site, ensure that the area has been made safe for the work to be performed
5. You shall, when performing your work, always follow the approved Safe Job Procedures and Safe Work Practices
6. You shall always maintain good housekeeping in your work area, meaning kept clean and free of materials and equipment that could cause injury to others
7. You shall, prior to commencing any work in the shop, yard, or site, ensure that all tools, equipment and materials are in good working condition
8. You shall keep all marked aisles clear and free of debris at all times
9. You shall use machine guards and safety devices at all times, and tampering with or circumventing any safety device is prohibited
10. You shall use proper lock out/tag out procedures when required
11. You shall report all injuries, no matter how minor, to a designated first aider, your supervisor and the Health, Safety and Environment Manager
12. You shall immediately report any and all damaged equipment, tools, and/or unsafe work areas to your supervisor
13. You shall immediately report any incident that has the potential of causing or causes serious injury to a person or damage to equipment and/or property to your supervisor and the Health, Safety and Environment Manager

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14. You shall leave an accident scene intact for the accident investigation, and only move equipment or objects involved in a serious accident if it is necessary to rescue an injured worker
15. You shall when operating a company vehicle, follow safe driving practices by observing traffic regulations and driving to the road conditions

YOU SHALL NOT:

1. You shall not be insubordinate or refuse to follow any manager's or supervisor's instructions unless it is unsafe to do so
2. You shall not discriminate or harass any manager, supervisor, co-worker or client
3. You shall not engage in fighting, gambling, practical jokes, horseplay, or violence against any manager, supervisor, co-worker, or client whilst in the shop, or yard of Western Millcraft Inc. or Field work sites
4. You shall not run in the shops or yard unless it is to escape an emergency or respond to an emergency
5. You shall not sleep on the job whilst in the shop or yard of Western Millcraft Inc. or Field work sites
6. You shall not SMOKE except in designated smoking areas
7. You shall not steal property or anything else from Western Millcraft Inc., co-workers or clients
8. You shall not be in possession of or use firearms, knives or weapons whilst in the shop or yard of Western Millcraft Inc. or Field work sites
9. You shall not be in possession of, under the influence of or use alcohol, illegal drugs or any drugs that will impair your judgment whilst in the shop or yard of Western Millcraft Inc. , vehicles owned by Western Millcraft Inc., or Field work sites
10. You shall not abuse, damage or destroy any equipment, tools, or materials owned by Western Millcraft Inc. or our clients
11. You shall not operate powered mobile equipment without proper training, and authorization
12. You shall not use compressed air to blow dust or other substances from clothing as it is extremely dangerous and is prohibited by the Occupational Health & Safety Code
13. You shall not falsify any reports or records including personnel, absences, sickness, personal injury (WCB) or termination

The Information in this policy does not take precedence over the OH&S Act, Regulation, Codes, or applicable Government Legislation

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