

## JOBSITE SAFETY POLICY

The personal safety and health of all people working on South Coast & Associates inc. job sites is of primary importance. The prevention of work induced injury and illness is taken seriously and any such consequence will be handled prior to any further productivity as necessary. Our company expects every person working with us or for us in any capacity to accept this concern and its responsibility.

- 1) All prescribed safety equipment and personal protective equipment (PPE) must be used when required and must be maintained in good working condition. It is your personal responsibility to use such equipment. The use of required PPE is a non-negotiable item. PPE includes, but is not limited to, the following:
  - **Hardhat** – At all times when heavy equipment is present or overhead work is occurring.
  - **Eye Protection** – Where required per OSHA regulations.
  - **Hearing Protection** – Where required per OSHA regulations.
  - **Fall Protection** – Where required per OSHA regulations.
  - **High-Visibility Clothing** – At all times when heavy equipment (including aerial lift) is present.
  - **Appropriate Footwear** – At all times.
- 2) If you are involved in an accident that results in personal injury or property damage, no matter how slight, the accident must be reported to the superintendent prior to the end of the workday. Get first aid promptly.
- 3) Report any condition or practice you think might cause injury and/or damage to equipment immediately to the superintendent.
- 4) Do not operate any equipment which, in your opinion, is not in a safe condition. Report immediately the condition that you believe is unsafe to the superintendent.
- 5) Obey all safety rules, government regulations, signs, markings, and instructions. Be particularly familiar with the rules and regulations that apply directly to you in the area in which you work. If you don't know, ask your foreman or the superintendent.
- 6) When lifting, use the approved lifting technique, i.e. bend your knees, grasp load firmly, keep load close to you, and then raise the load keeping your back as straight as possible. Always get help with heavy or awkward loads.
- 7) Always use the right tools and equipment for the job. Use them safely and only when authorized. If you are not familiar with the safe way to use a particular tool or piece of equipment, ask your foreman or the superintendent. When using your own tools on the jobsite, make sure all guards, ground pins, etc., are in place.
- 8) Good housekeeping must always be practiced. Return all tools, equipment, materials, etc., to their proper places when finished using them. Keep floors clean and passageways clear.
- 9) The use of drugs and/or intoxicating beverages on the jobsite is forbidden. Being under the influence of alcohol or drugs when on the jobsite is inexcusable. Immediate discharge for being under the influence and/or using drugs or alcohol will be instituted.
- 10) Additional appropriate disciplinary action will be taken for the following offenses:
  - Fighting – No matter what the cause.
  - Insubordinate conduct or refusal to follow directions.
  - Making false statements, such as injury claims.
  - Other inappropriate behavior including, but not limited to, failure to obey safety rules.