

# Code of Safe Practices

For

## Royal West Drywall

1. All persons shall follow these safe practice rules, render every possible aid to safe operations, and report all unsafe conditions or practices to the foreman or superintendent.
2. Foremen shall insist on employees observing and obeying every rule, regulation, and order as is necessary to the safe conduct of the work, and shall take such action as is necessary to obtain observance.
3. All employees shall be given frequent accident prevention instructions. Instructions shall be given at least every 10 working days.
4. Anyone known to be under the influence of drugs or intoxicating substances that impair the employee's ability to safely perform the assigned duties shall not be allowed on the job while in that condition.
5. Horseplay, scuffling, and other acts that tend to have an adverse influence on the safety or well-being of the employees shall be prohibited.
6. Work shall be well planned and supervised to prevent injuries in the handling of materials and in working together with equipment.
7. No one shall knowingly be permitted or required to work while the employee's ability or alertness is so impaired by fatigue, illness, or other causes that it might unnecessarily expose the employee or others to injury.
8. Employees shall be instructed to ensure that all guards and other protective devices are in proper places and adjusted, and shall report deficiencies promptly to the foreman or superintendent.
9. Workers shall not handle or tamper with any electrical equipment, machinery, or air or water lines in a manner not within the scope of their duties, unless they have received instructions from their foreman.
10. All work areas shall be inspected daily for any potential safety hazards prior to starting any work. If any potential hazards exist, notify your supervisor immediately, and no work will commence until the potential hazard is eliminated.
11. All ladders and scaffolding shall be inspected daily prior to use for any defects, signs of wear or breakage. Defective, worn or broken equipment shall be tagged and removed from the jobsite immediately.
12. Hardhats and protective eyewear shall be worn at all times.
13. All injuries shall be reported promptly to the foreman or superintendent so that arrangements can be made for medical or first aid treatment.
14. When lifting heavy objects, the large muscles of the leg instead of the smaller muscles of the back shall be used.
15. Inappropriate footwear or shoes with thin or badly worn soles shall not be worn.
16. Materials, tools, or other objects shall not be thrown from buildings or structures until proper precautions are taken to protect others from the falling objects.
17. Train all supervisors and employees about heat illness prevention. During days with warmer than average temperatures, provide water at the rate of (1) quart per hour to all employees to avoid heat stress. Encourage workers to drink water regularly during their shifts. Place water in an easily accessible location as close to the work area as possible.