



## Toolbox Talks

Weekly Tailgate Topic

12-18

DISCUSS WITH CREWS ON

[INSERT DATE]

### **Company Work Rules**

Safety rules are in place to ensure a healthy, safe working environment for everyone. Some rules are regulated by WorkSafeBC, and some are company regulated, to ensure the safest processes are carried out to protect all that are involved and impacted by our work.

#### Safety Rules

- 1. Report all accidents, injuries and near misses to your supervisor immediately, no matter how slight.
- 2. Report all unsafe acts or conditions to your supervisor immediately.
- 3. Complete tasks in a manner that does not create a hazard to oneself or others.
- 4. Follow safe work practices and procedures. If you do not know (or are in doubt) how to do your job safely, ask your supervisor for guidance. Pleading ignorance of safety rules and practices is not considered a valid excuse for their violation.
- 5. Supervisors and subcontractors must enforce rules and regulations and promote safe work practices to ensure the protection of all workers and the public. Deliberate or willful failure to follow safe work practices and procedures will result in disciplinary action.
- 6. Obey all warning signs.
- 7. Compliance with personal protective equipment (PPE) requirements for the site or task is mandatory. Minimum PPE requirements on all work-sites are:
  - Hard-hat,
  - Steel-toed safety footwear with above the ankle support (CSA approved),
  - Hi-visibility vest (WorkSafeBC approved),
  - Short-sleeved shirt, long pants.
- 8. Underground utilities must be located with the use of utility plans and hand-digging procedures, prior to digging mechanically.
- 9. Entry into excavations greater than 4 ft. deep is strictly prohibited, unless it is sloped, benched, shored, or certified by a professional engineer.
- 10. Confined space entry (CSE) personnel must be trained and strictly adhere to CSE procedures.
- 11. Inspect tools and equipment daily and ensure all guards and safety devices are in place and functional.
- 12. Complete pre-trip inspections (Vehicle Inspection Reports, DFERs) prior to the use or start up of all motor vehicles and equipment.
- 13. Seatbelts must be worn when operating company vehicles and ROPS equipped machinery. No one shall ride on the outside of equipment unless it has been specifically designed or modified for this purpose.

- 14. Equipment operators shall be trained and authorized by their Supervisor prior to operating equipment or machinery. The operator shall be in full control of the equipment or machinery at all times.
- 15. Damaged tools and equipment that constitute a safety hazard must be either tagged out of service and repaired, or replaced. Shut-down and lock out equipment / machinery before performing maintenance.
- 16. Complete a walk-around inspection of a vehicle / equipment before moving it.
- 17. Adhere to the "first move forward policy", when operating vehicles / equipment.
- 18. Identify, store and handle hazardous materials in accordance with the Workplace Hazardous Materials Information System (WHMIS) regulations.
- 19. Ensure a safety check-in system is in place, prior to working alone.
- 20. MP3s, I-pods, radio head phones, etc. are not permitted on the work site.
- 21. Workers may only use personal cell phones for emergency purposes, and as deemed permissible by their direct supervisor. Supervisor company cell phones may only be used in safe areas (Away from motor vehicular traffic and equipment), and / or in vehicles equipped with "hands-free" and one-button calling technology, as per provincial driving laws.
- 22. Maintain good housekeeping in the workplace. Eliminate tripping hazards by not allowing materials to gather on floors, platforms, ramps, stairs or walkways.
- 23. Comply with the requirements of the Safety Program, WorkSafeBC and other applicable regulations.

#### **Personal Protective Equipment**

The following PPE must be worn:

1.	Steel-Toed Boots	Must be worn at all times on the job-site. Safety Boots must meet CSA standards, have penetration protection and have above the ankle support.
2.	Safety Vests	Must be worn at all times on the job-site. Vests must conform to WorkSafeBC Standards.
3.	Hard-Hats	Must be worn at all times on the job-site, and while operating equipment.
4.	Hearing Protection	Must be worn when exposed to noise levels over 85 dBs. (ie: Shouting instructions at $4'$ )
5.	Eye Protection	Must be worn at all plants / shops and when required by the job being performed: Grinding, welding, drilling, saw-cutting, jack-hammering, pressure washingetc.
6.	Gloves	Must be worn when handling material likely to cut, puncture, burn, or irritate hands.
7.	Life Jackets	Must be worn when working on barges without walls, within 10' of an open dock, or in conditions that present the risk of drowning.
8.	Respirators	Must be worn when exposed to workplace atmospheric conditions that could result in injury or occupational disease: Saw- cutting/grinding concrete/asphalt, painting, or handling chemicals.
9.	Fall Protection	Must be worn when working at heights of 10' or greater, or where a fall from a lesser height could result in serious injury.
10	. Clothing	Must wear clothing appropriate for work. Long pants and short sleeve shirts must be worn at all times. Loose apparel and

jewelry must be secured or removed, and long hair must be tied back.

#### **General Rules**

The following list of actions is prohibited and could result in disciplinary action.

- 1. Unauthorized absenteeism, excessive absenteeism, tardiness or quitting early.
- 2. Insubordination.
- 3. Refusing to accept work assignments. (Unless unsafe)
- 4. Fighting, creating a disturbance or horseplay.
- 5. Verbally threatening bodily harm or physically assaulting an individual.
- 6. Sexual harassment.
- 7. Possession of firearms, weapons, ammunition, or explosives on the work-site.
- 8. Reporting to work under the influence of narcotics, intoxicants or illegal medications or using them on-site.
- 9. Smoking in prohibited areas (offices, plant offices, lunch-rooms, shops, vehicles, flammable areas).
- 10. Damaging or removing without permission any property belonging to the Owner, the company, other contractors, or other employees.

# Failure to comply with these rules will result in disciplinary action up to and including termination.

#### **Questions to Generate Discussion**

- Why should safety rules be periodically reviewed?
- Can you give an example of a rule that could be improved?
- Whose responsibility is it: to know, to adhere to, to inspect, to enforce and to participate in the review of safety rules?