

CODE OF SAFE PRACTICES

GOAL

Our goal is to provide a safe productive workplace for our employees. Rules, regulations, or safety equipment alone will not insure your safety. This is why we emphasize that having a proper "Safety Attitude" is the most important feature of any safety program.

SAFETY MEETINGS, TOURS AND INSPECTIONS

A monthly Supervisor/Foreman meeting will be conducted by the Safety Coordinator and/or *Management*. (IIPP Form - 2)

A weekly *tailgate* meeting will be conducted by the Foreman at each jobsite. (Form)

A weekly jobsite safety tour will be completed by the Foreman, A checklist is provided. (IIPP Form - 5)

Each individual will inspect his or her own work area for hazardous situations prior to start of work.

A weekly equipment inspection will be completed by the Operator, a checklist is provided. (IIPP Form - 7)

GENERAL SAFETY RULES

- 1 Safety is everyone's responsibility. Have a positive attitude towards safety; it may save your *LIFE*.
- 2 Use common sense: Think before you act, be alert to conditions and other people around you.
- 3 It is your responsibility to correct any unsafe condition that presents immediate danger to life or health. If you cannot correct it, report it immediately to a supervisor for correction.
- 4 All injuries or mishaps must be reported to your foreman immediately.

NOTE: Any Injury requiring a doctor visit must be reported prior to the Doctor visit. Consequently, if a report of the injury was not made, the employee may be held responsible for the Doctor's charges.

- 5 If you do not understand any aspect of your work, ask for help.
- 6 All field personnel must wear shirts, long pants, and work boots.
- 7 Wearing hard hats is required for all employees on a jobsite.
- 8 Use safety glasses (or face shields) when there is danger of flying objects.
- 9 Use ear plugs when working around loud or continuous noises.
- 10 Keep your work area neat and organized. **STORE TOOLS PROPERLY.**

- 11 Wear rubber gloves when working with concrete.
- 12 Wear a dust mask or respirator when exposed to airborne contaminants.
- 13 Lift using your legs not your back. Get help with heavy or awkward loads.
- 14 **DO NOT ENTER A CONFINED SPACE**. A confined space is any enclosed area where the access into the area is poor and the air might be contaminated. Some examples are *manholes, vaults, valve boxes, pipelines, and tanks*. **DO NOT** enter a confined space unless instructed to do so, and equipped and trained to work in that environment.
- 15 Anyone known to be under the influence of drugs or intoxicating substances that impair the employee's ability to safely perform assigned duties shall not be allowed on the job in that condition.
- 16 All Workers Compensation claims and injuries will be given a mandatory drug screening per Alcon Colorado Engineering contract with any State Compensation Insurance Fund (MPN) Medical Provider Network clinic or hospital. A positive may result in disciplinary action, or permanent termination. I have received a copy of the New Employee's guide to Workers' Compensation as part of new hire packet. Spanish available upon request.
- 17 All tools shall be maintained and in good operable condition per manufacturer's specifications.
- 18 Ladders or ramps shall be used to access excavation 4 feet in depth or more.
- 19 Only appropriate tools shall be used for the job.
- 20 Shore, slope, or use equivalent methods to protect workers in excavations 5 feet deep or more.
- 21 Locate spoil at least 2 feet from the edge of the excavation.
- 22 Only authorized persons will operate equipment.
- 23 **RIDING ON EQUIPMENT IS PROHIBITED.**
- 24 Equipment shall not be serviced or repaired while in operation.
- 25 Equipment in need of repair shall be tagged DO NOT START. Do not remove this tag unless you are instructed to do so.
- 26 Operators are to make a visual inspection of equipment daily. Notify foreman of any malfunction, oil leaks or engine problems.
- 27 A written equipment inspection will be completed weekly.
- 28 Always ground attachments when parking equipment.
- 29 Check with foreman for underground utilities before you dig.
- 30 Make sure the back up alarm is working.

- 31 DO NOT leave equipment unattended while the engine is running.
- 32 Information is available on the hazardous materials related to your specific area of work. You will be trained in the proper handling and labeling of the substances you use.
- 33 DO NOT use gasoline for cleaning purposes.
- 34 Use extreme caution when operating pneumatic tools. Always shut off the air supply and bleed the line before disconnecting the hose.
- 35 Only authorized personnel will operate a company vehicle. You must possess a valid drivers license.
- 36 The **Alcon Colorado Engineering** Code of Safe Practices is a part of your job description. Failure to observe the established procedures will result in disciplinary action.
- 37 **Alcon Colorado Engineering** encourages you to **Think Safety**. The elements of danger to which you are exposed in the daily duties that you perform are vast. It is NOT possible to list each and every danger. Stay Alert. DO NOT rely solely on the above.