

SHSA General Safety Rules

Overview

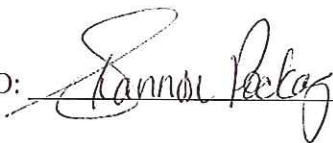
This list is intended to highlight some of the major safety rules that all SHSA staff need to keep in mind at all times. This is not intended as a complete list of safety rules. For a complete list, please consult your SHSA Safety Manual.

Employees shall:

- Identify and report incidents and near misses to supervisor or safety officer.
- Wear appropriate clothing and PPE where required – i.e. outside shoes in winter.
- Participate in stretch breaks.
- Ensure the workplace is free from harassment and violence.
- During work hours, drive personal and rented vehicles in accordance to traffic safety laws.
- Not use a cell phone while driving.
- Act in a professional manner.
- Follow all safe work practices and safe job procedures.
- Only smoke in areas greater than 10 feet (3 meters) from building doors, windows, and fresh air intakes.
- Maintain good housekeeping in work areas.

NOT following rules listed above and/or in the Safety Manual may result in progressive discipline procedure.

CEO:



Date May 26, 2011.