



## **Contractor Safety Rules and Standards**

Universal Mechanical requires all of its contractors and their employees to strictly adhere to the safety rules and standards established by Universal Mechanical and those of its customers. A supervisor will contact the customer before the employees go to the jobsite and predetermine what the safety requirements will be for that site and the work to be done there and communicate this to the employees performing the work. The supervisor will then pass this information on to the employees and ensure that they have the safety information, appropriate safety tools, training, equipment and personal protective equipment required to safely perform the work. Once our work crew has reached the jobsite, the supervisor will liaise with the customer's safety representative to confirm what the customer's safety rules and standards are, communicate this to our employees and ensure that all safety rules and guidelines are followed. The following safety rules and guidelines have been established by Universal Mechanical and all contractors and their employees will follow them. Please contact Gerry Sutton if there are any questions or concerns before going to the customer's site.

### **Safety Rules**

1. All personal protective equipment will be worn in the designated areas. Check with each customer to determine where those areas are and what is to be worn. Any defective personal protective equipment is to be reported to your supervisor so it can be replaced immediately.
2. When moving or handling equipment, wooden skids, strapping, sharp objects or where there is a danger to hands or fingers, appropriate gloves must be worn.
3. If there is a potential for an eye injury, such as using power tools, approved safety glasses with sideshields must be worn.
4. In all work areas, steel toed, non-slip footwear must be worn.
5. Hearing protection must be worn where necessary.
6. If working in isolation, maintain a regular call in schedule with a co-worker or supervisor.

7. No jewelry or loose fitting clothing will be worn around power equipment such as drills, grinders, presses, etc.
8. There will be no horseplay, rough housing or fighting.
9. Smoke only in designated areas.
10. Any spills will be cleaned up immediately and the residue will be disposed of as determined by the product's MSDS.
11. All equipment is to be checked before using and any damaged equipment is to be locked out and reported to supervision immediately.
12. Do not operate any equipment until you have been trained and your training records updated.
13. Inspect the work area for any possible safety hazards. I.E. Check for tripping hazards along any route you may be traveling while moving equipment or transporting objects. Any unsafe conditions or acts must be reported to the supervisor immediately.
14. Contractors and their employees will follow all of our safety rules and standards without exception! If you are required to take a safety orientation at our customer's site and this will delay the work being done, take the safety orientation and report this situation to your supervisor or Gerry Sutton/Peter Grawberger.
15. All employees will be asked to read the material safety data sheets for any hazardous chemicals they will be working with and to receive WHMIS training.

If you are asked to perform a task that you are unfamiliar with or feel that your personal safety or that of a co-worker may be in jeopardy, ask your supervisor before the task is done! Preventing an injury is a core component of the safety philosophy of Universal Mechanical and compromising the safety of our employees or the employees of our contractors will not be tolerated! Working safely is a condition of employment for Universal Mechanical employees and those of its contractors. For more information, contact Gerry Sutton or Peter Grawberger.