

Please read the attached (Insert Name of Company) Code of Safe Practices, sign and date it, and return it to the jobsite secretary. She will return a copy to you.

**(INSERT NAME OF COMPANY) CODE OF SAFE PRACTICES**

1. No one under the influence of or with possession of drugs or intoxicating liquor shall be allowed on the job.
2. No horseplay of any kind shall be allowed.
3. No one shall be required or permitted to work in an ill or fatigued state.
4. No loose or frayed clothing, shorts, soft or badly worn shoes shall be worn.
5. A shirt shall be worn at all times.
6. Hard hats shall be worn at all times.
7. Protective equipment, respirators, face shields, goggles, toe guards, ear plugs shall be worn at all times when the task requires.
8. Wear proper clothing in damp weather.
9. Wear proper gloves and boots when working in concrete.
10. All nails or protruding tie wires shall be bent over or removed.
11. The work shall be kept clean and orderly at all times.
12. Replace guardrails or missing floor covers immediately.
13. Report unsanitary conditions to the foreman or superintendent.
14. Do not tamper with electrical equipment, machinery, air or water lines and report all defective equipment to the foreman or superintendent.
15. Do not descend into an unshored trench five feet or more in depth.
16. All ladders shall be tied off.
17. Report all injuries, no matter how minor promptly to the foreman or superintendent.

18. Keep away from the building perimeter unless necessary to the performance of the work.
19. Do not work above or below other workers.
20. Ask for instruction on proper lifting procedures.
21. Clean up all liquid spills immediately.
22. Follow no smoking rules.
23. Report any unsafe conditions to the foreman or superintendent. If possible correct the condition first, then report it.
24. Do not throw materials, tools or other objects on to or from buildings or structures.
25. Report damage to scaffolds; false work or other supporting structures immediately.
26. Immediately report all accident to the foreman or superintendent.
27. Know where all fire extinguishers are located and how to use them.
28. Know where all emergency exits are located.
29. Know the location of the first aid kit.
30. No one shall bring a radio, C.D., tape player or similar device on to the job.

Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_