

# **SAFETY RULES AND ENFORCEMENT**



Steingass Mechanical Contracting, Inc.  
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## **SAFETY RULES AND ENFORCEMENT**

Effective incident prevention includes eliminating or controlling hazards through the establishment and enforcement of safety rules. We can control conditions and behavior, which may lead to a hazardous situation.

Disciplinary data will be used to upgrade employee training and/or retraining.

To be effective, safety rules must be practical, reasonable, up-to-date, and obeyed by all personnel within Steingass Mechanical Contracting, Inc..

Attached are the General Rules for Steingass Mechanical Contracting, Inc..

Employees must understand the rules and the importance of following them.

Management, project managers, project superintendents, and/or foreman have the responsibility for enforcement and to ensure that any time an individual is deliberately disobeying the rules, and where he/she continues through unsafe actions to endanger his/her own life and the lives of others, prompt and firm action will be justified.

Management feels that supervisors have the responsibility for commitment to help us meet our safety goals when physical jobsite inspections demonstrate an overall lack of company safety goals. Supervisors and/or foremen shall be under the same level of disciplinary actions as outlined throughout this policy.

# ENFORCEMENT

It is far better to use extreme measures than to allow incidents to happen because of laxness in the enforcement of Safety Rules.

For everyone's safety, employees should report any unsafe practices. **Immediate corrective action will be taken.**

## **Violations of Safety Rules shall not be overlooked!**

Disciplinary action, up to and including suspension or discharge from employment, will be taken in the event of any unsafe practice or violation of a Safety Rule or failure to comply with occupational medical requirements. Consequences are based on the severity and/or frequency of the infraction.

Steingass Mechanical Contracting, Inc. will meet with employees to discuss the infraction and inform the individual(s) of the procedure(s) that were violated and the action to be taken.

Documentation of this will be noted in the employee personnel file.

## **SAFETY RULES**

1. All incidents and/or injuries are to be reported to your supervisor immediately.
2. Use personal protective equipment where and when needed or required.
3. Use ladders in lieu of chairs, boxes, and other unstable platforms.
4. Walk at all times.
5. "No Smoking" areas are to be adhered to. Smoking in a **"No Smoking"** area is grounds for termination.
6. Machines are not to be repaired or cleaned while in motion.
7. Horseplay and practical jokes will not be tolerated: Be professional in your actions.
8. Work areas are to be kept clean and neat, this includes keeping aisle ways, stairways and work areas clear of materials and debris.
9. Do not wear torn, loose, or frayed clothing such as scarves, ties, or jewelry that can catch in the machinery.
10. Guards and safety devices are provided for your protection. Do not remove or alter guards in any manner, and be sure the guards are in place.
11. Hands are not to travel past guard while machine is on.
12. Report to your supervisor any tool, machine, or other piece of equipment that is in unsafe working order.
13. Do not operate any tool, equipment, machinery or undertake any task unless properly trained.
14. Machinery and equipment must not be left unattended while in operation.

15. Trousers and shirts must be worn at all times. No half shirt, tank tops, tennis shoes, open toe shoes, shorts, or loose clothing is permitted.
16. Employees are forbidden to enter company property in possession of, or under the influence of, alcohol or unauthorized drugs. Contradiction of this rule is grounds for dismissal.
17. Employees are forbidden to enter company property or customer's premises in possession of illegal firearms or weapons. Contradiction of this rule is grounds for dismissal.
18. **ONLY** Company issued cell phones are permitted on our construction sites.

## Driving Safety

### Rules and Enforcement

1. Only authorized employees will drive a motor vehicle during the course and scope of work.
2. All authorized employees will have a valid and current license to operate a motor vehicle.
3. Drivers shall not operate motor vehicles under the influence of alcohol, illegal drugs or prescriptions or over the counter medications that may impair their driving ability.
4. All drivers will report any collision or traffic violations immediately to their direct supervisor.
5. All drivers shall ensure the vehicle is fit for the purpose and maintained in a safe working order.
6. All drivers shall ensure that loads are secure and do not exceed the manufacturer's specifications and legal limits for the vehicle.
7. All drivers will adhere to local, state, and federal traffic regulations.
8. Authorized use of company vehicles is strictly forbidden.
9. Seat belts **must be worn** in all company vehicles.
10. There will be no "in motion" use of cell phones. Violation of this may be considered grounds for discharge.

**Steingass Mechanical Contracting, Inc.**

**Safety Violation Warning Notice**

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

Site: \_\_\_\_\_

**Warning for:**

- \_\_\_\_\_ Failure to wear required safety equipment
- \_\_\_\_\_ Using improper or defective tools
- \_\_\_\_\_ Poor housekeeping in work area
- \_\_\_\_\_ Wearing improper work clothes
- \_\_\_\_\_ Leaving machine on while unattended
- \_\_\_\_\_ Horseplay
- \_\_\_\_\_ Failure to follow safe work procedures
- \_\_\_\_\_ Failure to ground electrically powered hand tools
- \_\_\_\_\_ Poor work habits
- \_\_\_\_\_ Other (Describe) \_\_\_\_\_

**Comments:**

\_\_\_\_\_

**NOTE: Further safety violations may result in disciplinary action, including discharge.**

\_\_\_\_\_  
Supervisor

*Copy received:*

\_\_\_\_\_

Employee Signature

Date

**Steingass Mechanical Contracting, Inc.  
Employee Training Statement**

The purpose of this training is to gain an understanding of established **Steingass Mechanical Contracting, Inc.'s Safety Rules and Enforcement Procedures**. You are accountable for ensuring that you understand by asking questions and seeking clarification during training and day-to-day practical job applications.

These policies have been developed to be as workable as possible while accomplishing our safety goals and complying with current OSHA regulations. You are welcome to suggest changes to these procedures. All suggestions will be evaluated based on their workability, impact on safety, and compliance with current OSHA regulations.

As one of **Steingass Mechanical Contracting, Inc.'s Employees**, I have reviewed the latest copy of **Steingass Mechanical Contracting, Inc.'s Safety Rules and Enforcement Policy**, and in addition, I have received the following training

- A. Steingass Mechanical Contracting, Inc.'s Safety Rules**
- B. Steingass Mechanical Contracting, Inc.'s Enforcement Policies**

**Employee Signature:** \_\_\_\_\_

**Date:** \_\_\_\_/\_\_\_\_/\_\_\_\_

**Time:** \_\_\_\_\_