

These are general rules all employees are expected to follow. Failure to follow these Safety Rules and the requirements detailed within the Alberta Occupational Health and Safety Act & Regulations can result in serious injury and possible discipline or termination.

~ Remember that safety is everyone's responsibility ~

- Keep hands away from moving belts and equipment
- Wear appropriate personal protective equipment
- Walk; do not run
- Do not operate, adjust, alter, clean and/or repair any machinery unless properly trained and authorized to do so
- Injuries must be immediately reported to your Supervisor
- Inform your Supervisor immediately if you and/or the equipment you are operating are involved in an accident
- Immediately report any condition or practice you think might cause injury to yourself or others to your Supervisor
- Follow instructions, all rules and all warning/caution signs; if you don't know, ask!
- Keep your work area clean and in order. Return all supplies and equipment to their proper place
- Use the right tools and equipment for the job and use them safely. Check your tools prior to use and ensure they are in good working order. Never use a defective tool
- All machine safeguards and safety devices must be used during all operating times and maintained in good working order
- Ensure that machinery is locked out and tagged when required. All employees are required to strictly adhere to the lockout procedures
- Do not wear loose clothing or jewelry. These are an entanglement hazard when working with or near machinery
- Do not use compressed air for cleaning clothes or your skin
- When lifting, bend your knees, grasp the load firmly, and then raise the load keeping your back as straight as possible. Lift with your legs, not your back. Size up the load and get help if necessary. Twisting as you lift may result in a serious back injury. Pay attention when placing boxes on pallets
- Use handrails when going up and down stands and stairs
- Inform your supervisor if you are taking any medication that could affect your ability to work safely
- Only trained/authorized personnel are permitted to operate a forklift, crane or any other company vehicle
- Before handling any unfamiliar hazardous material or chemical, review the Safety Data Sheet (SDS) for that product located at the MSDS stations
- Walkways, stairways, doorways and fire extinguisher locations must always be kept unobstructed
- Smoking is NOT allowed except in designated areas
- Speed Limits on company property must be strictly adhered to.
- The use of electronic devices (cellphones, iPods, other wireless devices-including headphones/ear buds) is NOT permitted while operating machinery and/or equipment in the workplace.