



GENERAL RULES

All incidents should be reported to the supervisor immediately. All incidents causing injury must be brought to the supervisor's attention within four hours of occurrence to ensure W.C.B. coverage.

All work is to be carried out in compliance with Company policy and O.H.&S. regulations. All workers must keep their work area clean and orderly.

All personnel are required to use P.P.E., not covered under W.H.M.I.S., as required by Company policy and O.H.& S. rules. Hard hats, safety boots and safety glasses must be worn at all times on all job sites.

All personnel are to be familiar with the safe handling practices of all tools, materials and equipment under their use.

Use of drugs or alcohol on site will not be tolerated. **Consumption of these items in or on an RNF construction site or Company vehicle is prohibited.** Any person suspected of being under the influence of drugs or alcohol will be removed from the site. Mandatory drug tests may be conducted at the discretion of management.

Smoking is permitted only in designated outdoor areas. **Smoking is prohibited in RNF company vehicles.**

All on-site personnel will make themselves familiar with first aid stations, emergency response procedures, and fire extinguisher and muster area locations. The first aid register and an incident report must be filled out for any item removed from the first aid kit.

Horseplay will not be permitted.

The use of personal cell phones and portable media players (i.e.: iPod & MP3 Players) are not to be used on site, during regular working hours. RNF site superintendents are expected to have their cell phones with them at all times.

All workers have the following 3 rights.

1. **Right to Know**—you are encouraged to learn about the company and any safety related topics that pertain to your position. I.e.) Company Safety Manual
2. **Right to Participate**—you are encouraged to participate in activities to better the Company. i.e. Job Procedures, Safety committees.
3. **Right to Refuse**—you have the right to refuse work that is believed to be unsafe. A refusal will be investigated by the safety committee.

Any infractions of the rules will result in the following:

First Offence	Verbal warning
Second Offence	Written warning
Third Offence	One day suspension without pay
Fourth Offence	Dismissal

Company rules are to be posted in a prominent location at all site offices and main office.

Signed Allan Webb Date: JAN. 29/21
 Allan Webb
 General Manager

Revised January 29, 2021