# Community Resource - General Workplace Safety Policies

Credit: This specific policy comes from the ‘Operational Health and Safety Manual’ provided in full in the XXX section by the Ha-ma-yas Stewardship Society.

## 2.1 Horseplay

Horseplay is not permitted under any circumstances. Infractions of this policy may result in disciplinary action. By definition, horseplay is joking or kidding around that may result in damage to property or physical injury to persons.

## 2.2 Workplace Violence

Acts of workplace violence by employees will not be tolerated. Violence is defined as “the attempted or actual exercise by a person of any physical force so as to cause injury to a worker”. This includes any threatening statement or behavior that gives a worker reasonable cause to believe that they are at risk of injury.

The Employee affected or, if necessary, a co-worker is to inform their Supervisor, or Project Manager, at the earliest opportunity, and an investigation will take place. Management will make a decision as to the disciplinary actions to be taken, which may include termination of the aggressor.

## 2.3 Fit for Duty

Always report to work fit for duty, this includes being physically and mentally prepared and references to the companies Drug and Alcohol Policy. Reporting unfit and ready to work could put yourself and others at risk. If you are unfit to work for any reason report to you supervisor.

## 2.4 Reporting

Report unsafe activities and conditions immediately to your supervisor.

## 2.5 Equipment

Do not operate any machinery or equipment if it is known to be in an unsafe condition. Machinery and equipment, including vehicles, are only to be operated by qualified persons and then only when adequately trained in the use of the equipment and authorized to operate it. Any damaged equipment or missing machine guards must be reported to your Supervisor

## 2.6 Personal Protective Equipment

Personal protective equipment (PPE) must be worn when performing specific duties that require its use to ensure worker safety. Persons refusing to wear PPE will be subject to disciplinary action. Selection of the correct PPE may require assistance, contact the OH&S Department for guidance.

## 2.7 Cell Phones & Personal Media Devices

Drivers will not use cell phones while vehicles or other forms of mobile equipment are in motion.

## 2.8 Smoking

All employees shall obey all "No Smoking" regulations and smoke only in areas designated by the First Nation or posted as "Smoking Permitted" areas. Smoking in vehicles is not allowed.

## 2.9 Seat Belts

Whenever mobile equipment or vehicles are equipped with seat belts, the operator and passengers shall use the belts whenever the equipment is moving. Failure to abide by this requirement will result in disciplinary action.