

# **RULES & REGULATIONS**

## **DVS GENERAL RULES**

- All incidents, injuries and near misses are to be reported directly to the area supervisor. The supervisor must then report to the DVS Safety Officer.
- Steel toed boots are to be worn on all DVS sites. Hard hats are to be available on all DVS sites and must be worn from street to house in residential areas. Specialized PPE is to be worn according to the individual job requirements and hazard assessments.
- Clothing and jewelry shall be appropriate to the duties being performed.
- Use of alcohol and prohibited drugs, or being under the influence is prohibited during any work day regardless of your location.
- All tools and machinery must be inspected daily prior to use.
- First aid treatment must be obtained immediately for any injury incident. Proper documentation must be filled out and a copy given to the DVS Safety Officer.
- Smoking is not permitted in any work site.
- Individuals under the age of eighteen working on sites must comply with Alberta Employment Regulations. This includes proper permits and or parental consent in writing to DVS office.
- All work sites are to be kept with good house keeping practices in mind. Clean on a daily basis or as the situation allows.
- All work shall be carried out in accordance with safe work practices and job procedures.

**ALL RULES APPLY TO ALL DVS PERSONELL INCLUDING SUB  
TRADES**

## **RULES & REGULATIONS**

1. **DVS management and workers are expected to work and conduct themselves in a safe and orderly manner at all times.**
2. **Appropriate safety equipment/clothing must be worn at all times on job sites and in work areas of the company's premises. ie: Hard hats, steel toed boots, safety goggles, dust masks, hearing protection, etc. The only exception being in the offices, washrooms or lunchroom. During summer months, shorts and tank tops are not permitted on site.**
3. **DVS workers are prohibited from reporting to, or starting work while under the influence of alcohol, drugs or while taking prescription drugs which may impair safety. Possession, use or being under the influence of alcohol or illegal drugs is prohibited while on Company property, job sites of DVS customers, or in a company vehicle.**
4. **Smoking is prohibited in the office and lunchroom areas of DVS premises. Those individuals wishing to smoke must smoke out side with cigarette butts being disposed of appropriately in ashtrays provided.**
5. **Horseplay or running in work areas are considered unsafe acts and therefore prohibited.**
6. **Only operators who are certified shall operate the forklifts, boom lifts, scissor lifts and shall do so in a safe manner. All operators must wear fall protection in boom and scissor lifts.**

**Any DVS workers caught using a forklift in an unsafe manner (i.e.: speeding, carrying other passengers, etc.) shall be restricted from use of the forklift and could face disciplinary action.**
7. **The practice of using compressed air to blow off one's clothing or that of others is extremely dangerous and is therefore prohibited. Please read Section 1: Company Safety Policies: Sub-section 1.4 "Compressed Air Usage" for more information.**
8. **Regardless of severity, all injuries must be reported to a first aid person and the DVS supervisor. Please see section 1: Company Safety Policies: Sub-section 1.8 "Accident/Injury Investigation/WCB" and Sub-section 1.9 "Claims Management/WCB" for more information on reporting accidents.**
9. **Properly fitting clothing must be worn. No loose items such as neckties, jewelry, etc. will be permitted. Long hair must be confined under a hard hat or tied back when working around moving equipment/rotating parts where the hair could get caught up in.**

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10. Workers are prohibited from carrying disposable lighters (ie: Bic lighters, etc.) on their person while in work areas where there is the presence of flammable products such as explosive gases, paint thinners/lacquers, etc. in the air.
11. Ladders must be secured and braced at the bottom to prevent them from sliding away or sideways from the work.

The base of an inclined ladder shall be no further from the base of the wall or structure than one-quarter the length of the ladder measured from the point at which the ladder contacts the wall or structure.

12. All workers are to maintain work areas in a clean manner, with areas to be cleaned at completion of the work or at the end of each work day.

All hoses, cords, cables, small tools, etc. are to be hung up or moved to a location to ensure they are not on the floor or in a unsafe location.

Spills or leaks of any kind should be cleaned up immediately to avoid further incident.

13. It is the responsibility of all management and workers to ensure walkways, entrances, fire exits and first aid stations are kept clear of any type of obstruction or debris.
14. All DVS management and workers will be provided a pocket DVS Safety Manual at the time of hiring and shall be expected to comply with these safety measures.
15. DVS Supervisors are responsible to notify new and existing workers of any changes to paperwork required by them.

**ANY MANAGEMENT/WORKERS WHO ARE FOUND IN VIOLATION OF THE COMPANY'S RULES WILL BE SUBJECT TO DISCIPLINARY ACTION UP TO AND INCLUDING POSSIBLE DISMISSAL.**

  
General Manager

  
Safety Committee Coordinator

Dated: January 28/15