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## General Safety Rules

The following rules apply to all employees:

1. All accidents, injuries, near misses, unsafe conditions and practices are to be reported to your immediate supervisor.
2. All work must be carried out according to appropriate safe work practices and job procedures.
3. All employees must wear proper personal protective equipment as prescribed by the regulations. Hard hats and safety footwear are mandatory on all construction projects, and where deemed necessary in shops and maintenance areas. Safety glasses shall be worn whenever there is an exposure to eye injury.
4. All tools are to be used for the purpose in which they were intended.
5. All electrical tools must be grounded or double insulated.
6. All damaged or worn equipment is to be promptly taken out of service for repair or replacement.
7. Welding or burning operations are to be carried out only by authorized personnel outfitted with the appropriate protective equipment.
8. Compressed gas cylinders shall be transported in a secure and upright position only.
9. Good housekeeping practices must be maintained in all work areas.
10. All employees are prohibited from arriving to work or remaining at work when their ability to perform the job safely is impaired.
11. All employees are asked to actively participate in the safety program for the department.
12. Employees shall not work under suspended loads.

## **7.1 USE OF PERSONAL PROTECTIVE EQUIPMENT**

The Board will ensure that personal protection equipment used by our employees will meet or exceed all Nova Scotia Occupational Health and Safety Legislation.

All employees must wear appropriate personal protective equipment as prescribed by our safe work practices and legislation.

All equipment shall be fit tested by an authorized/certified person.

Canadian Standard Association (CSA) helmets are mandatory where deemed necessary in shops and maintenance areas.

CSA eye protection, fall arrest system and NIOSH approved respirators shall be worn wherever a potential hazard exists or is required by the safe work practices.

No piece of personal protective equipment will be modified or altered contrary to the manufacturer's instruction.

Any personal protective equipment that may not be reliable, is damaged, or is in need of repair will be removed immediately for service.

## 7.2 CONTRAVENTIONS AND CORRECTIVE ACTION

It is our policy that all our activities comply with the highest standards of occupational health and safety.

**Contraventions** of occupational health and safety standards will be regarded as very serious breaches of expected performance and may be cause for disciplinary action.

**Corrective** action resulting from a violation of occupational health and safety requirements will be progressive and will be appropriate to the nature of the contravention, the seriousness of the offence, previous violations, and any extenuating circumstances, according to collective agreements.