

# General Safety Rules

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## PURPOSE

This procedure has been prepared for the guidance of all personnel in the safety rules, regulations and policies of McShan Lumber Company.

## SCOPE

This policy/procedure covers provisions to prevent loss of life, prevent injuries and/or property damage of McShan Lumber Company and their employees.

## REFERENCE

Occupational Safety and Health Administration (OSHA)

## POLICY STATEMENT

McShan Lumber Company has established safety rules in order to provide a safer working environment and to keep their employees as safe as possible from injury. No safety rules, policies or procedures may be changed or deleted without written approval from management.

## DEFINITIONS

Employee – an employee for this policy will be define as a current employee.

## RESPONSIBILITIES

It is the responsibility of Management and all employees to read and understand the policy and requirements for the General Safety Rules and Regulations.

1. Management is responsible for:
  - A. Establishing and enforcing the General Safety Rules and Regulations.
  - B. Assuring that a financial plan for proper training and time is allowed for training of all employees. This includes, but is not limited to, the following:
    1. Management
    2. Supervisors/Superintendents, Group Leaders, Line Leaders
    3. All employees

- C. Adhering to the General Safety Rules and Regulations at all times.
  - D. Enforcing General Safety Rules and Regulations
2. Supervisors/Superintendents, Group Leaders, Line Leaders are responsible for:
- A. Adhering to the General Safety Rules and Regulations at all times.
  - B. Enforcing General Safety Rules and Regulations
    - 1. Including disciplinary action of those employees that do not adhere to the safety rules, policies and regulations of McShan Lumber Company.
3. Employee will:
- A. Adhere to the General Safety Rules and Regulations at all times.

**PROCEDURE**

The following safety rules have been established in order to provide a safer working environment and to keep employees as safe as possible from injury at all times. All employees are subject to these rules anytime they are on company property. Each employee will be required to read and understand these rules as a condition of employment with McShan Lumber Company. These rules will be amended as conditions warrant.

- 1. The safety rules and regulations contained within this procedure do not cover all machinery within McShan Lumber Company, nor do they cover all job tasks therefore, it is the policy of McShan Lumber Company that all employees receive specific training for each job task that they are assigned.

The safety rules and regulations listed within this policy do not cover all rules, requirements, regulations, and policies of McShan Lumber Company specific to job tasks or OSHAAA requirements therefore, employees are required to refer to specific topics within McShan Lumber Company safety manual.

- 2. Safety Rules
  - A. Moving Machinery
    - 1. No repairs, adjustments or cleaning will be made on any belts, chains, machines or vehicles while they are running. No obstructions will be removed from any machinery while machinery is running. Employee is to ensure that machinery is

turned off and proper lockout is implemented.

2. Employees are to use only the machinery and equipment that they are authorized and qualified to use.
3. Employee is not to remove any part of machinery or change any adjustments without their supervisor's prior approval.
4. Employees are not to distract or talk to another employee while operating power equipment.
5. All machinery is to be turned off, have come to a complete stop, and be locked out before making any repairs, adjustments, or servicing (including oiling).
6. Employees should not allow their machinery to overheat. Machinery should be turned off immediately if it shows signs of overheating.
7. Control and breaker boxes must be kept closed and clear of materials at all times.
8. Employees are not to use electrical equipment or activate electrical circuits if their hands are wet or if they are standing in water.
9. Machinery is not to be left running when a job task has been completed.
10. Running machinery is not to be left unattended.
11. Employees are not to ride on, step on, or place any part of their body in/on a moving conveyor. EMPLOYEE'S ARE NOT TO WALK ON OR CROSS A MOVING CONVEYOR!
12. Employees are to report any damage, breakage, or unsafe conditions of machinery and equipment to their supervisor immediately.
13. Employees are not to attempt to operate machines and equipment without first assuring that all safety guards and devices are in place and in good condition
14. Employees are not to proceed to operate equipment without notifying their supervisor of any unsafe equipment.

B. Personal Protective Equipment

In response to overall employee safety, the following personal protective equipment will be incorporated into the overall safety program. Specific personal protective equipment may be required for specific job task.

- C. McShan Lumber Company will provide, on a first-time basis, any required personal protective equipment with the exception of safety shoes. Safety equipment will be replaced on a “Fair Wear and Tear” basis. However, equipment, which is lost, misplaced or damaged by the employee’s own negligence or misconduct, replacement of such equipment will be charged to the employee at company cost.

***No employee will be allowed to work without required personal protective equipment!***

***If you are not sure what personal protective equipment is required for your job and what personal safety equipment will be furnished by the company, ask your supervisor.***

1. Hard Hats – where required will be provided by the company and replaced on a “Fair Wear and Tear” basis.
2. Safety Glasses – where required will be provided by the company and replaced on a “Fair Wear and Tear” basis.
3. Hearing Protection – where required will be furnished by the company.
4. Gloves – where required will be furnished by the company. **GLOVES ARE NEVER TO BE USED AROUND MOVING MACHINERY OR PARTS. There is no exception to this rule!**
5. Safety Shoes – where required must be a good substantial work shoe; No tennis shoes, thongs, etc. are permissible.
6. Safety Goggles – must be worn when grinding, filing, burning, or as otherwise indicated by job conditions.
7. Loose Clothing – is prohibited around machinery.
8. Face Shields – must be worn where required as designated by P.P.E. assessments.

- D. Housekeeping

Good housekeeping is an essential part of a working safety program. Good housekeeping rules will be maintained in all areas at all times. Employees are required as part of their job to look for and correct items in your area such as material on walkways, accumulations of trash, open flammables, slipping and tripping hazards, etc. All downtime time should be considered "Clean Up Time"!

1. All personnel are required to return all equipment, tools, supplies, etc. to the proper storage area after use.
2. All trash and scraps must be disposed of in the proper waste containers.
3. Material should not be allowed to accumulate on the yard or any other areas. Material such as cross outs, banding, etc. should be stored in racks or stacks, or the proper garbage containers immediately.
4. All spills must be cleaned up immediately.
5. Skids, pallets, etc. are not to be leaned against machinery or equipment where they might slip or fall.

E. Powered Industrial Trucks

Employees using forklifts, front-end loaders, or any other "Powered Industrial Trucks" shall observe the following rules.

1. All operators shall be trained and authorized.
2. Riders are not permitted at any time.
3. Smoking is not permitted while refueling.
4. Engines must be turned out while refueling.
5. Unattended "Powered Industrial Trucks" shall not be left running.
6. Loaders and forklifts shall be parked with the load engaging means (buckets, forks, etc.) in the down position.
7. When operating lift trucks, forks will be kept as close to the ground as possible.

F. Manual Material Handling

1. Proper lifting techniques should always be used when handling materials.
2. Lifting should be done from a crouched position, with the load carried by your legs rather than by your back.
3. Inspection of the object being lifted should be completed to assure that sharp corners, nails, or other things that might cause injury are not present.
4. Gloves should be worn when handling material that could cause injury.

#### G. Vehicle Safety

1. Maximum "yard" speed limits must be observed.
2. All operators and passengers of company over - the - road vehicles will wear seat belts.
3. Operators will observe the rules of the road for any state in which they operate.

#### H. Maintenance

1. All machinery prior to adjusting, repairing, or performing maintenance must be **shutdown, locked out and tagged. Lockout procedures must be followed exactly.**
2. Defective or broken tools must not be used.
3. Ladders must be inspected prior to use. Do not use defective or makeshift ladders, rigging, or scaffolding.
4. Compressed gas cylinders must be stored in an upright position, chained and have safety caps in place.
5. All covers and doors on electrical boxes and components will be kept closed and secured.
6. Fire watches must be maintained when welding or burning is being performed.
7. An approved igniting device for acetylene welding must be used. At no time are cigarette lighters to be used.

8. Only properly trained and authorized employees are allowed to work on live electrical circuits.

#### I. Reporting Injuries

1. All on the job injuries no matter how small must be reported to your supervisor immediately.
2. Failure by an employee to immediately report an injury may relieve the company of responsibility and may become grounds for dismissal of the employee.
3. If necessary, your supervisor or other designated employee will transport you to the company physician and return you to the job.
4. Employee's required to lose time from the job due to an injury will report either by phone or in person as soon as they leave the doctors office.
5. The company provides light duty and encourages each employee to discuss with management and the company physician the possibility of such employment while injured.

#### J. General Safety Rules

1. Possession of alcohol and/or drug paraphernalia is not permitted and is grounds for dismissal. No alcoholic beverages or drugs are allowed on company premises. Working while intoxicated or under the influence of illegal substances will result in immediate dismissal. Employees required to take prescription medication must report it to their supervisor.
2. Long hair must be retained in such a manner as to prevent any possibility of the hair being caught in the machinery (For purposes of clarity OSHAAA stipulates that putting hair in a ponytail is not sufficient). Hair must be tied up, or a cap or hair net worn.
3. Jewelry is not to be worn around moving machinery, including, but not limited to rings, earrings, and/or any other loose fitting jewelry.
4. Employees must use only authorized aisles, stairs, platforms, ladders, etc. Climbing over equipment, "ride conveyors," or attempting other unsafe means of egress is prohibited.

5. Only power tools with three-prong grounded plugs or double insulated tools must be used. All tools, cords, and plugs must be assured to be in good condition before use.
6. All electrical motors and equipment must be properly grounded.
7. Hand tools must be in good condition and be the proper tool for the job. If an employee is unsure of the proper tool that should be used they should see their supervisor for clarification before starting the job.
8. Ladders, which would be considered "rickety" or ladders with broken or missing rungs should never be used. Use ladders at a 30-degree or more angle, and ladders which are long enough to reach above roofs or the area of dismount must be fastened/secured before using. Makeshift ladders such as climbing boxes, drums, pallets, lumber stacks, etc. should never be used. Ladders that are not equipped with OSHAAA required safety feet are not to be used.
9. Employees must watch saws at all times when cutting. Employees are to make sure all applicable guards are in place while saw is in operation. No employee is to operate saws unless they have been properly trained and authorized.
10. Horseplay is not permitted on company premises (practical jokes, wrestling, chasing other employees, etc.).
11. Any employee starting a fight on company property will be discharged at once. Both parties involved in the fight may be discharged if, in the opinion of company management, both parties contributed to or aggravated the situation.
12. Employees must use compressed air for its intended purpose only. Safety glasses must be worn when using compressed air.
13. Employees who see or know of unsafe conditions or practices must report them to their supervisor immediately.
14. No running in the facility is permitted except in the case of an emergency.
15. Supervisors are to make clear any and all safety rules and regulations, which are pertinent to an employee's specific job task or equipment. However, should any employee have a question regarding safety they should address it to their

supervisor before beginning any task.

16. Employees are not to operate any equipment unless they have been trained and authorized to do so.

17. Smoking is permitted only in authorized smoking areas. All other areas are considered to be "NO SMOKING" areas.

18. Employee should be protected during welding operations by a screen to prevent flashburn. If providing a screen is not possible all employees should be directed not to look directly at the welding arc which could subject their eyes to possible injury.

19. Proper personal protective equipment must be worn during welding and burning processes.

K. Woodyard Rules (if applicable) See  
Appendix No. 2004-18 –1

Title: General Safety Rules and Regulations\_Woodyard Rules

### 3. Disciplinary Actions For Safety Rule Violations

A. All personnel employed with McShan Lumber Company are required to follow the guidelines that have been set forth in this policy and procedure and all other safety policies and procedures of McShan Lumber Company. Not adhering to these policies and procedures will result in the following:

1. **1<sup>st</sup> Violation** – will result in a written warning, which will be maintained in the employee's file for the duration of their employment.

2. **2<sup>nd</sup> Violation** – will result in a three day layoff without pay

3. **3<sup>rd</sup> Violation** – will result in immediate dismissal

***Flagrant violations of safety rules or violations which endanger other employees, may be cause for immediate dismissal without regard for the violation penalties procedure outlined above.***

## RECORDS

**Training Records** – A signed and dated copy of employee training records will be maintained for the duration of the employee’s employment.

**Disciplinary Records** – All disciplinary records will be maintained in the employee’s file for the duration of their employment.