



GENERAL SAFETY RULES

Number: 9.1

Date of Issue: 07/01/2015

Section: Safe Work Practices

Date of Revision:

PURPOSE

This policy shall outline the general safety rules which will govern the day-to-day activities of all personnel throughout Rival Services (“Rival”). While many of the requirements may be found within the content of other policies and/or procedures, they have been deemed of sufficient importance to be highlighted within the following list of requirements.

SCOPE

This policy shall apply to all Rival Services personnel, unless compliance would violate local law or regulation. For the purposes of this document, “personnel” include any agency or leased laborers under direct supervision of the Company where we collect and report their man-hours.

REQUIREMENTS

The following rules are for the protection of the health and welfare of all Rival employees. Violation of the rules may lead to disciplinary action up to, and including, termination.

1. Good housekeeping is mandatory. It is the employee’s responsibility to report any unsafe conditions to his/her supervisor. All employees will be trained in the recognition and avoidance of unsafe conditions.
2. Horseplay and practical jokes, including hazing, are safety violations. Supervisors allowing these acts as well as the violators are subject to disciplinary action.
3. Safety eyewear, hard hats, hearing protection (as needed), and safety footwear are required. (See Rival HSE Policy 8.1, *Personal Protective Equipment*.)
4. The use or possession of illegal drugs, intoxicating beverages, or non-approved firearms is forbidden on company premises. Violators are subject to disciplinary action up to and including immediate termination.
5. A competent person shall inspect equipment, all job sites, and materials frequently.
6. Any defective equipment, machinery, hazardous condition, or unsafe work practice discovered by an employee must be reported to a supervisor or manager immediately. No further activity shall be conducted until a safe working environment exists.
7. Only qualified employees by training or experience shall operate equipment and machinery.
8. Climbing up and down ladders requires the use of both hands. Traveling up and down stairs requires at least one hand on a handrail at all times.



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9. When descending ladders, the employee must always face the ladder. (See Rival HSE Policy 10.3, *Ladders*.)
10. Proper lifting techniques must be used at all times. If a load is too heavy, ask for assistance or utilize mechanical means to move load. (See Rival HSE Policy 5.7, *Manual Lifting*.)
11. Accidental discharge or use of firefighting equipment must be reported to a supervisor immediately.
12. Employees must never work or walk under a suspended load.
13. Jewelry, rings, chains, ear gauging, and body piercings shall not be worn while working. Watches which are worn on the jobsite must be equipped with "break-away" pins or a similar safety device.
14. Full body safety harnesses with properly secured lanyards must be worn when working at heights above 6-feet (2-meters). "100% tie-off, 100% of the time." (See Rival HSE Policy 8.4, *Fall Protection*.)
15. Full-face shield **and** safety glasses must be worn when chipping, grinding, or when performing any job where flying particles pose a potential for eye injury. When performing these tasks overhead a full-face shield and goggles must be worn. (See Rival HSE Policy 8.1, *Personal Protective Equipment*.)
16. When handling or mixing chemicals, chemical gloves, goggles, apron, and respirator must be used. In addition, when mixing caustic materials, a full-face shield and goggles are required. (See Rival HSE Policy 8.1, *Personal Protective Equipment*.)
17. Hearing protection must be worn when entering any area where noise level exceeds 85 db.
18. Attendance at safety meetings and participation in emergency drills, pre-tour and pre-job safety meetings are mandatory. (See Rival HSE Policy 4.1, *Safety Meetings*.)
19. No Smoking is allowed except in areas designated for smoking.
20. Only qualified employees are allowed to operate equipment.
21. Anyone taking prescription drugs which may have an adverse effect while on the job must report this to their supervisor/manager when arriving on the jobsite or location. (See Rival HSE Policy 1.6.)
22. If hazards exist which may cause longer hair to become entangled in moving parts of machinery, the hair must be tied back. Employees whose job requires the use of respiratory protection must not have facial hair which interferes with the function of the protective



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equipment. In this case, facial hair may either be prohibited or the length restricted by the employee's supervisor.

23. A tag line must be used on all suspended loads.
24. Report all incidents, including injuries and near misses, to supervisory personnel immediately.
25. Although local rules and regulations may be more restrictive than the Company's minimum standard, all rules and regulations must be followed by employees. Policies must be in written form and made available to all personnel.
26. Where non-English-speaking employees are utilized, at least one person within the crew composition must be bilingual in order to effectively communicate safety issues/concerns. Alternatively, should it prove impossible to maintain this minimum composition requirement, the on-site Supervisor must be bilingual.
 - a. Formal documentation, such as JHA's, safety meeting discussion topics, safety alerts, and training must be written in the non-English-speaking employee's native language.