



All DeLong's Facilities

Procedure #:  
CS-004

General Safety Rules

Rev 1

### 1. Purpose:

1.1 The purpose of this procedure is to outline the general Safety and Health Program.

### 2. Responsibility:

2.1 The Environmental Health and Safety (EHS) Manager is the program coordinator, with overall responsibility for the program, including reviewing and updating this procedure as necessary.

2.2 The EHS Manager and Supervisors are responsible for implementation and management of this procedure.

### 3. References:

3.1 Occupational Safety and Health Act of 1970

### 4. Procedure:

#### 4.1 General Duty Clause

##### 4.1.1 (5)(a) – Each Employer

(5)(a)(1) shall furnish to each of his employee's employment and a place of employment which are free from recognized hazards that are causing or are likely to cause death or serious physical harm to his employees.

(5)(a)(2) shall comply with occupational safety and health standards promulgated under this Act.

4.1.2 (5)(b) Each employee shall comply with occupational safety and health standards and all rules, regulations, and orders issued pursuant to this Act which are applicable to his own actions and conduct.

#### 4.2 Employee Responsibilities

4.2.1 Never knowingly put yourself or others at risk.

4.2.2 Participate in inspections and investigations where applicable.

4.2.3 Work with care and attention at all times.

4.2.4 Wear protective equipment as needed or required.

4.2.5 Do not operate any machinery or equipment without receiving the proper instructions.

4.2.6 Always report all injuries or symptoms, no matter how minor, immediately to your supervisor so that they can work with you towards prevention.

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Page 1 of 2



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- 4.2.7** Encourage coworkers to work safely.
- 4.2.8** Report any unsafe acts or conditions to your supervisor and wherever possible remedy those conditions to ensure that no one gets hurt.
- 4.2.9** Always check that guards, and safety devices on equipment are used as instructed.
- 4.2.10** Maintain equipment in good, safe working order.
- 4.2.11** Adhere to all safety rules and regulations.
- 4.2.12** If in the unfortunate event you do get hurt, it is very important that you work with your doctor, and your management team towards a speedy recovery.
- 4.2.13** Assist in the creation of a safe work environment by recommending actions that will improve the effectiveness of the health and safety program.

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Page 2 of 2