



# SAFETY RULES

The following safety rules have been developed to reduce the risk of an incident occurring. All employees will be expected to know and follow our safety rules, while working on behalf of our company.

## General safety rules

- Walkways and work areas must be kept free of obstructions at all times.
- Appropriate footwear will be worn in the workplace.
- PPE provided as a control for a particular hazard, will be worn as specified.
- No fighting, horseplay, practical jokes, or other interfering with other workers.
- No alcohol or illegal drugs (including be in possession of or under the influence of).
- Perform all work in accordance with safe work practices/procedures and management direction.
- All incidents will be immediately reported to management.
- Unsafe acts, unsafe conditions, and near misses will be reported to management promptly.
- Equipment and tools will be used in the manner they are intended to be used.
- Every employee will keep their work area neat, clean, and orderly.
- Smoking is not permitted inside E4 Homes Inc building or while attending client worksite locations. This includes the use of e-cigarettes.

## Disciplinary action

E4 Homes Inc reserves the right to administer whatever discipline is necessary to ensure safety rules and regulations are complied with.

Management has the authority to suspend an employee who willfully and knowingly disobeys our company rules.


First infraction - verbal warning

Second infraction - written warning

Third infraction - sent home for that day

Fourth infraction - indefinite suspension and/or termination

All infractions will be documented, and a copy retained on file.

  
\_\_\_\_\_  
Owner

\_\_\_\_\_  
Date