

## Workplace safety rules

Workplace safety rules aim to make worksites safer and more productive for all workers. They describe what must be done and what must not be done on the worksite.

Rules help create a work environment where everyone is treated with respect. Rules also help ensure clear communication and that everyone understands what is expected.

Some workplaces have rules based on past incidents or losses such as injuries. Other rules are created to meet the requirements of regulations.

### Common workplace safety rules

Every worksite has its own rules to help keep workers safe and healthy. Here is a list of rules you may encounter on your worksite:

- Always wear personal protective equipment (such as safety eyewear, hard hats, gloves, earmuffs, boots, and high-visibility vests or clothing) when required.
- Do your part to keep the worksite (including crane cabs) tidy and in good order. This means cleaning up debris and mud and putting away tools and equipment. These materials can create slip and trip hazards.
- Pay attention to all signage. This may include signs focused on warnings, prohibitions, unsafe conditions, first aid, and fire and emergency preparedness.
- Never operate equipment unless you are trained, competent, and authorized to use it. Before starting work, ensure tools and equipment are free of defects or



damage.

- Never interfere with or misuse safety equipment.
- Never take shortcuts on work procedures.
- Use only authorized entry and exit routes.
- Store or stack materials safely, especially if they are at heights.
- Before handling, using, or disposing of a hazardous product, refer to the product's label and safety data sheet.
- Identify and immediately report to your supervisor any unsafe practices, defective equipment, near misses, excessive buildup of waste or other safety issues.

### Enforcing the rules

The rules must be enforced under OHS regulations.

Consequences must reflect the seriousness of violating the rules.

Breaking the rules may result in disciplinary action. Worksites may impose progressive or immediate discipline depending on the severity of the infraction. Effective worksites use fair and consistent supervision.

***Workers Compensation Act, Part 2, Division 4.***

Project: .....

Address: .....

Employer: .....

Supervisor: .....

Date: .....

Time: .....

Shift: .....

Number in crew: .....

Number attending: .....

Other safety concerns or suggestions: .....

Record of those attending:

Name: (please print)	Signature:	Company:
1.		
2.		
3.		
4.		
5.		
6.		
7.		
8.		
9.		
10.		
11.		
12.		
13.		
14.		
15.		

Manager's remarks: .....

Manager: .....  
(Signature)

Supervisor: .....  
(Signature)

For more information on health and safety requirements for crane operations in BC, refer to the Workers Compensation Act and the OHS Regulation at [worksafebc.com](http://worksafebc.com).