

<b>Title:</b>	General Rules
<b>Adopted on:</b>	April 14, 2021
<b>Adopted by:</b>	City Manager
<b>Jurisdiction:</b>	Safety Coordinator
<b>Revision Date:</b>	April 14, 2021

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### 1. PURPOSE

Rules are in place to keep everyone at the workplace safe. As employees & contractors of the City of Weyburn, in a very real sense the public is your employer. You are constantly working in view of the public and it is very important to conduct yourselves accordingly and remain polite at all times.

- All employees & contractors must understand and abide by all City of Weyburn Safety Policies & Programs and take an active role in the health & safety program.
- The *Respectful Workplace & Harassment Prevention Policy* is to be strictly adhered to.
- The *Fit for Duty Policy* is to be strictly adhered to. Which includes:
- Consuming or being in possession of alcohol or illegal drugs on City premises, or on any company job site, is prohibited.
- Arriving for work or remaining at work when impaired is prohibited.
- Fighting, horseplay, practical jokes or otherwise interfering with other workers is prohibited.
- No weapons or firearms of any type are allowed on the worksite or in City vehicles.
- Theft, vandalism or any other abuse or misuse of City property is prohibited.
- Adhering to the *City Vehicle Use Policy* which includes:
- Cell phone usage while operating a motor vehicle is prohibited.
- All unsafe acts and conditions, including “near miss” incidents, are to be reported to appropriate supervision promptly.
- All incidents that result in damage or injury are to be reported to a supervisor immediately.
- First aid treatment is to be obtained promptly for any injury.
- Every worker shall use appropriate Personal Protective Equipment (PPE) according to the type of task and location. The PPE requirements shall be adhered to and maintained as described in the *Personal Protective Equipment Policy*. Hard hats, safety boots, safety glasses and high-visibility clothing are to be worn at all times on all parks and public works job sites at a minimum.
- All work shall be carried out in accordance with all applicable legislation, appropriate safe work practices and procedures, and the supervisor’s direction.
- Only those tools that are in good repair, with all guards and safety devices in place, shall be used.
- Every worker shall keep his/her work area, vehicles and equipment neat, clean and orderly.
- Seatbelts are to be worn at all times. This includes vehicles, heavy equipment and power mobile equipment.
- As per the *Smoke-Free Workplace Policy*, No smoking or vaping is allowed inside buildings, vehicles or equipment that is owned by the City of Weyburn. You must be 9 feet away from any open door, open window or intake for the building (heating and air conditioning).