



Company Safety Rules

It is expected that all company employees will follow the company rules as defined below.

Be Safe

- You have the right to refuse work you feel is unsafe at any time.
- If you see something, say something. Any hazard, incident, accident, spill, or near miss must be reported to your supervisor immediately.
- Wear and use appropriate PPE at all times.

Be Prepared

- Plan the work and work the plan.
- Be aware of the location of fire extinguishers, first aid kits, emergency exits, and the muster point.
- Have all of the proper equipment to do the work.
- Follow the company policies, procedures, and programs.
- Know the hazards and risks of each job.

Be Engaged

- Be Aware- pay attention to what is happening around you at all times.
- Focus on the task at hand, do not be distracted.
- Ask questions any time you are unsure.
- Come to work free from the influence of intoxicants, narcotics, or alcohol.

Be Respectful

- Priestly is dedicated to an environment free from harassment – speak to and treat colleagues, clients, vendors, and visitors with courtesy.
- Cooperate with other team members and trades.
- Help each other out.
- Be reliable – Arrive for work on time, don't leave early, and meet deadlines.

Consequences of Rule Breaking

Failure to comply with the Company Safety Rules will result in the application of our Progressive Discipline Policy.