

# Safety Guidelines for Employee / Subcontractor

## • Duty of Care

Every worker on the construction site is subject to a duty of care, and all actions must be carried out with full awareness of this legal and moral obligation.

## • The Basic Right to Avoid Unsafe Work

Every worker has the right not to start or to stop work if they believe it poses a danger to themselves or others.

## • Safety Before Productivity

In any conflict between safety and productivity, safety considerations shall take precedence.

- **Familiarize yourself with the site**, access and passage routes, the location of tools and installations, areas of excavation, screening, crushing, and transport, as well as specific hazards such as: residential areas, proximity to roads, sidewalks or public spaces, heights, shafts and trenches, deep excavation zones, confined spaces, chemical or biological hazards, electrical hazards, and mechanical risks.
- **Do not ignite fires** in or around the construction site without written permission from the site manager!
- Special caution must be taken when working near other employees.
- You must be familiar with and strictly adhere to the guidelines and procedures set by the client or their authorized representative.
- The use of personal protective equipment (PPE) is mandatory at all worksites. This includes, at a minimum: a safety helmet, safety shoes, full-body clothing, and protection for the eyes, hearing, respiratory system, face, and hands—whenever there is a risk to any of these parts of the body and in accordance with legal requirements, including safety equipment for work at heights. Development work and work near heavy equipment (earthmoving machinery) require the use of a high-visibility vest and, during the nighttime, appropriate lighting or a flashlight.
- **Exposure to Harmful Agents – Noise and Silica**
- The use of personal protective equipment (PPE) is mandatory. Special protective equipment (respiratory or other) must be used according to the site manager's instructions, the type of work being performed, and its associated risks.
- For any work performed at a height of 2 meters or more, it is mandatory to comply with the law, hold proper certification, and follow the instructions of the site manager and team leader, including the use of certified and functional fall prevention or arrest equipment.
- Only standard, functional, and stable ladders must be used.
- Working at heights on a platform, machine, vehicle, or heavy equipment is hazardous and must be carried out using a safety harness anchored to a suitable point (with a minimum capacity of 1,500 kg). For work above 6 meters, an energy absorber must be used.
- Do not stand beneath or near a suspended load.
- Only properly functioning tools shall be used.
- Do not operate any tools or equipment without prior instruction from the site manager.
- Do not remove guards or safety devices provided by the manufacturer.
- Do not damage or dismantle safety devices or railings without prior approval from the site manager.
- Do not insert hands or any body part into a machine while it is operating.
- Do not perform maintenance on a machine before taking measures to prevent accidental activation.
- Electrical work must be performed only by a certified electrician (in accordance with electrical laws and regulations). Electrical work must not be carried out alone.
- Avoid damaging electrical infrastructure, panels, cables, equipment, and tools.
- Keep electrical tools away from wet environments.
- If a problem or suspected issue related to electricity is discovered, inform the site manager immediately and warn other workers.
- Maintain safe distances from live electrical lines; do not come into contact with them (minimum of 5 meters).
- Use appropriate insulation measures as needed (gloves, shoes, mats, etc.).
- During hot work operations, equip yourself with a suitable fire extinguisher and stay away from flammable materials.
- Welding or flame-cutting work must be performed only by a certified person after taking the necessary safety precautions.
- Do not operate vehicles, heavy machinery, cranes, or lifting equipment without proper authorization and certification.
- Do not use equipment belonging to other contractors without prior coordination and approval.
- Do not throw tools or objects from the worksite.
- Maintain order, cleanliness, and proper care of equipment in the work area.
- Do not allow visitors or guests into the site without the site manager's approval.
- Report any hazard, danger, or malfunction immediately to the site manager.
- Do not perform any work under the influence of alcohol or drugs.

Date: 05/01/2025

Full Name: Michael Chen

Signature:

