



CIVIL ENGINEERING - LAND SURVEYING - LAND PLANNING

LICENSED IN MISSOURI

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SAFE WORK PRACTICES POLICY

Written By	Approved By	Revised By
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Date Approved	Date Written	Date Last Revised
01 Jan 2013	01 Jan 2013	01 Jan 2023

Failure to comply with this policy and procedure of Metron Surveying and Layout Company elevates the risk of providing a negative customer experience, violating OSHA rules, employee injury and company liability. To provide a safe working environment for our employees and the highest, most professional level of service, Metron Surveying and Layout Company has provided all employees with this policy. This policy of Metron Surveying and Layout Company will not supersede or conflict with those of the Contractor that we are providing service for.

Purpose:

It is the intent of Metron Surveying and Layout Company to provide a safe environment for all employees. We are committed to properly managing any incidents that occur to minimize injury and additional loss. For us to achieve our goals, a workplace safety policy has been developed to promote safe practices. All employees must comply with these procedures for their own safety and the safety of their co-workers. While Metron Surveying and Layout Company will be responsible for drafting this policy, success is dependent upon the commitment of all employees.

Policy:

OSHA Regulations:

All employers are subject to federal OSHA requirements. Companies also have the responsibility to maintain a safe work environment that is specific to their industry standards. For more information on OSHA requirements, ask a manager or consult www.osha.gov.

Standard Safety Policies, Procedures, and Rules: Best Practices


1. Report to work alert, rested and in good physical condition.
2. Personal protective equipment such as safety glasses, hearing protection, protective clothing, hard hats and footwear must be worn when applicable.
3. All accidents, incidents, and injuries, regardless of how minor, must be reported immediately to management.

Standard Safety Policies, Procedures, and Rules: Best Practices (Continued)

4. Employees that have concerns about the safety of a job duty must bring it to the attention of management.
5. The proper tool, equipment, or process for the job must always be used.
6. Ignoring safe work practices, policies, procedures, rules, or other safety instruction may be cause for disciplinary action, including termination.
7. All employees should correct an unsafe condition or practice to the extent of their authority and/or report the hazard to their supervisor.
8. Employees must avoid lifting items that are too heavy and ask for assistance when necessary.
9. Possession of firearms or other weapons is prohibited while on the job.

This list is not all inclusive and employees are expected to work with management to always create and maintain a safe work environment.

Review: This policy will be reviewed annually and when necessary.



John E. Winkler
President
Metron Surveying and Layout Company