



Safety Guidelines

Everyone Goes Home Safe.

Safety is a core responsibility at H&M Surveying. Every team member, in the field or in the office, has a duty to work safely, protect coworkers, and protect the public.

Detailed safety procedures, task-specific requirements, and emergency protocols are located in the **H&M Safety Manual** on the Employee Portal. All team members are expected to review and follow that manual.

General Safety Expectations

All H&M team members must:

- Follow all safety policies and procedures
- Use required personal protective equipment (PPE)
- Remain aware of surroundings at all times
- Immediately report unsafe conditions or incidents
- Stop work if a situation appears unsafe

No task is so urgent that it justifies unsafe behavior.

Field Safety Basics

Field personnel are expected to:

- Wear required PPE at all times
- Maintain situational awareness around traffic, equipment, terrain, and utilities
- Follow jobsite-specific safety plans
- Never bypass safety controls or procedures
- Coordinate with crew members before performing tasks



Office & Remote Work Safety

Office and remote team members are expected to:

- Maintain safe, organized workspaces
- Use proper ergonomics
- Follow electrical and equipment safety guidelines
- Report hazards or injuries immediately

Vehicles & Equipment

All team members must:

- Operate company vehicles and equipment safely
- Perform required inspections
- Report damage, malfunctions, or concerns immediately
- Never operate equipment without proper authorization or training

Incident Reporting

All incidents, near-misses, or unsafe conditions must be reported immediately to:

- Your supervisor or manager
- The office PLS or designated safety contact

Prompt reporting allows hazards to be corrected and prevents future incidents.

Zero Tolerance

H&M Surveying maintains zero tolerance for:

- Reckless behavior
- Substance use while working
- Ignoring safety procedures
- Endangering coworkers or the public

Violations may result in disciplinary action.



Where to Find Full Safety Requirements

H&M Safety Manual:

Available on the **Employee Portal** under the Safety section.

This page provides an overview only. The Safety Manual contains the official and complete safety requirements.

Your Responsibility

Safety is not someone else's job.

If something feels unsafe, stop and ask.

Everyone is expected to contribute to a safe working environment every day on every job.