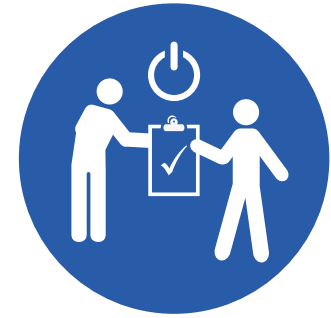


Bypassing Safety Controls



The Bypassing Safety Controls rule focuses on the importance of not disabling or circumventing safety systems and controls designed to protect workers. These systems include safety interlocks, guards, alarms and lockout/tagout procedures. Bypassing or disabling these controls can create serious hazards and increase the risk of accidents, injuries or equipment damage. The rule emphasizes that safety controls must always be used as intended to maintain a safe work environment.

1. Never Disable Safety Systems

- Safety interlocks, alarms or emergency shutdowns should never be bypassed or turned off.
- Always ensure safety features are fully operational before starting work.

2. Follow Lockout/Tagout Procedures

- Use proper lockout/tagout procedures when working on equipment to prevent accidental energization.
- Ensure all energy sources are isolated and locked out before maintenance.

3. Ensure Safety Guards Are in Place

- Always make sure safety guards or barriers are in place and functioning properly.
- Never remove or alter guards to speed up work.

4. Report on Safety Control Issues

- If safety controls or systems aren't working properly, report the issue immediately.
- Do not attempt to bypass or repair safety systems yourself unless properly trained.

5. Training and Awareness

- Understand the safety controls in place and how they protect you and your colleagues.
- Always receive training on the proper use and limitations of safety features.

Start Work Checks:

The following list is a self-check of "Bypassing Safety Controls" topics. If you are not fully prepared in any of these questions, do not start the task.

- Know the safety systems - Understand the safety controls, alarms and guards in place.
- Check safety features - Ensure all safety features are active and working.
- Use lockout/tagout - Lock out all energy sources before working on equipment.
- Report malfunctions - Report any issues with safety features immediately.
- Get proper training - Be trained on how to safely work with safety systems.
- Have a process for disabling systems - If needed, follow a clear, approved process to disable safety systems temporarily.

Stop Work Obligation:

The following is a list of scenarios or tasks that should be stopped immediately.

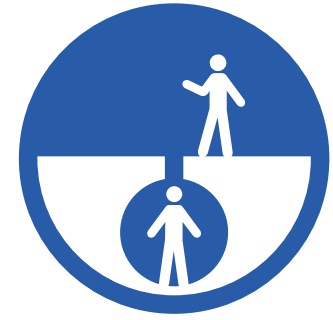
- Safety system malfunction - If a safety system, such as an interlock, alarm or guard, is not functioning properly.
- Unauthorized bypass - If safety controls are bypassed without proper authorization or due process.
- Inadequate Lockout/Tagout - If lockout/tagout procedures are not followed or are improperly performed.
- Lack of proper training - If workers are not properly trained on safety systems and procedures.
- Failure to report issues - If a safety control malfunction or bypass is not reported or addressed immediately.
- Failure to restore safety systems - If bypassed safety systems are not restored to full functionality as required.

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If conditions change, we stop and reassess.

We are all authorized to stop work if there's any doubt about safety or if we can't follow the rules.

Confined Space



The purpose of the Confined Space rule is to provide the basis for safe entry, work in and rescue from confined spaces. A confined space is any area which is large enough to enter, has limited means of access and egress and is not designed for continuous human occupancy. These areas, because of their design, hinder the activities of any associate who must enter, work and exit them.

1. Pre-Planning the Work

- Confirm energy sources have been isolated.
- Confirm atmosphere has been tested and is being monitored.
- Inspect and use air breathing apparatus when required.
- Confirm attendant is on standby.
- Forced air ventilation alone is required and is sufficient to maintain space for entry.
- Barriers and shields to protect entrants and exclude bystanders are in place.
- Confirm rescue plan is in place.
- Obtain authorization to enter.

2. Prevention

- Follow all permits and requirements.
- Stay alert to conditions and the condition of fellow associates.
- Exit space if conditions change unexpectedly.
- Report all concerns to attendant.

3. Tools and Equipment

- Ensure bump test and calibration of Lower Explosive Limit (LEL) is current.
- Ensure ventilation equipment is secured to prevent falling/failing.
- Rescue equipment is ready.

4. Wear Proper PPE

- Hard hat, harness (for rescue if required), gloves, eye protection, footwear, proper harness type, protective clothing and respiratory protection if required.

5. Practice Safe Work Habits

- Ensure proper permits are in place.
- Understand the scope of work.
- Understand safety equipment and limitations.
- Stop work if conditions change, such as change in weather or any other type of condition outside the confined space that could affect the entrance.

Start Work Checks

The following list is a self-check of "Confined Space" topics. If you are not fully prepared in any of these questions, do not start the task.

- Plan the task: Identify all hazards have mitigated, and a permit is issued, as well as a confined space permit.
- Inspect equipment: Check atmosphere in equipment and verify ventilation.
- Check access of rescue team: Ensure rescue plan and team are ready.
- Wear proper PPE: Hard hat, harness, gloves, eye protection, footwear, proper harness type, protective clothing and respiratory protection if required.
- Final checks:
 - Confirm rescue plan
 - Permit
 - Atmosphere

Stop Work Obligation

The following is a list of scenarios or tasks that should be stopped immediately.

LEL Alarms:

- Any deviations in LEL meter readings

Change in Work Scope:

- Change from cold work to hot work
- A situation is detected outside the space, which could endanger the entrants

No Rescue Team:

- No rescue plan developed
- Rescue team is unable to respond in a timely manner

Procedural or Planning Gaps:

- Equipment is not cleaned
- No ventilation is available

Worker Safety Concerns:

- Improper training, PPE or supervision
- Signs of fatigue, impairment or confusion
- There are warning signs or symptoms of exposure

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Driving

The Driving rule focuses on ensuring safety while operating vehicles, both on and off the road. It emphasizes practices like wearing seat belts, adhering to speed limits, staying alert and avoiding distractions. The rule also stresses the importance of being sober, rested and properly trained to drive safely. The goal is to reduce accidents and injuries by promoting safe driving habits and responsible vehicle use.



1. Wear Seat Belts

- Always wear your seat belt, both as a driver and passenger.
- Ensure that all passengers are also properly secured before driving.

2. Avoid Distractions

- Stay focused on the road, and do not engage in activities like texting, using a phone or eating while driving.
- Pull over safely if you need to take a call or handle something.

3. Obey Speed Limits

- Follow posted speed limits and adjust your speed based on weather, traffic and road conditions.
- Avoid speeding to ensure proper reaction time and safe stopping distance.

4. Stay Sober and Rested

- Never drive under the influence of alcohol, drugs or while fatigued.
- Get plenty of rest before driving long distances.

5. Ensure Vehicle Safety

- Regularly inspect your vehicle for proper maintenance, including brakes, lights and tire condition.
- Only operate vehicles that are in good working order.

6. Drive Defensively

- Stay aware of other drivers and anticipate potential hazards.
- Always maintain a safe distance from other vehicles and be prepared for sudden stops.

Start Work Checks:

The following list is a self-check of "Driving" topics. If you are not fully prepared in any of these questions, do not start the task.

- Check your vehicle - Make sure the vehicle is in good condition (brakes, tires, lights).
- Wear your seat belt - Ensure everyone is wearing their seat belt before starting.
- Plan your route - Know your route and check for traffic or road issues.
- Be fit to drive - Ensure you're rested and not impaired by alcohol or drugs.
- Avoid distractions - Set up your phone or devices for hands-free use before driving.
- Secure your load - Make sure tools and equipment are safely loaded and secured.

Stop Work Obligation:

The following is a list of scenarios or tasks that should be stopped immediately.

- Vehicle malfunction - If the vehicle experiences a mechanical failure or any safety-related issue (e.g., brakes, tires).
- Unsafe driving conditions - If weather, road conditions or visibility become hazardous.
- Fatigue or impairment - If the driver feels tired, drowsy or impaired by alcohol or drugs.
- Distractions - If the driver becomes distracted (e.g., using a phone, eating or not paying attention to the road).
- Seat belt not worn - If the driver or any passengers are not wearing seat belts.
- Load safety concerns - If tools, materials or equipment are not properly secured and pose a safety risk.
- Aggressive or reckless driving - If other drivers are acting aggressively, endangering your safety.

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Energy Isolation



The Energy Isolation rule is crucial because it prevents the unintended release of hazardous energy, which can cause serious injuries or fatalities. Proper isolation ensures that equipment is completely de-energized before maintenance or repairs, protecting workers from electrical, mechanical, hydraulic or other energy sources. Following lockout/tagout (LOTO) procedures reduces the risk of unexpected start-ups, ensuring a safe work environment.

1. Identify Energy Sources

- Recognize all types of hazardous energy, including electrical, mechanical, hydraulic, pneumatic, chemical and thermal.
- Ensure all energy sources are properly identified and isolated before beginning work.

2. Follow Lockout/Tagout (LOTO) Procedures

- Shut down equipment properly before isolating energy sources.
- Apply locks and tags to prevent accidental re-energization.
- Follow the required steps for de-energizing, testing and restoring equipment safely.

3. Prevent Unexpected Energy Release

- Protects workers from serious injuries caused by uncontrolled energy.
- Ensures maintenance and repair work can be done safely without risk.
- Reduces the chance of equipment starting up unexpectedly during servicing.

4. Verify Zero Energy State

- Always test equipment to confirm it is completely de-energized before starting work.
- Use appropriate testing tools (e.g., voltage testers) to check for residual energy.
- Never assume equipment is safe - always verify before proceeding.

5. Only Authorized Personnel Can Remove Locks/Tags

- Only the authorized persons can remove locks to ensure accountability.
- Follow proper procedures when transitioning equipment back to operation.
- Communicate with all affected workers before restoring power to equipment.

Start Work Checks:

The following list is a self-check of "Energy Isolation" topics. If you are not fully prepared in any of these questions, do not start the task.

Review Work Permit and Procedures

- Ensure the correct work permit is approved if required.
- Verify isolation procedures align with the task being performed.

Apply Lockout/Tagout (LOTO) Properly

- Shut down equipment completely.
- Apply locks and tags to all energy isolation points.
- Use proper lockout devices to prevent accidental re-energization.

Verify Zero Energy State

- Test equipment with appropriate tools (e.g., voltage testers, pressure gauges).
- Confirm no stored energy remains (e.g., release pressure, discharge capacitors).

Inspect Isolation Devices and Equipment

- Ensure locks, tags and isolation devices are in good condition.
- Confirm tools and PPE (gloves, insulated gear, face shields) are suitable for the task.

Communicate with the Team

- Notify all affected personnel of the isolation process.
- Confirm everyone understands their role and responsibilities.

Assign an Authorized Person for Lock Removal

- Ensure only the worker who applied the lock can remove it.
- Verify proper re-energization procedures before restarting equipment.

Stop Work Obligation:

The following is a list of scenarios or task that should be stopped immediately

- Missing or improper LOTO - Locks and tags not applied correctly.
- No zero energy verification - Equipment not tested before work starts.
- Unauthorized lock/tag removal - Someone removes a lock/tag without approval.
- Unidentified energy sources - Not all hazards are isolated.
- Defective or missing isolation devices - Locks, tags or isolation tools are damaged or missing.
- Lack of communication - Workers unaware of isolation procedures.
- Stored or residual energy present - Pressure, electrical charge or other hazards remain.
- Untrained personnel - Unauthorized workers performing isolation.
- Scope change - New hazards introduced requiring re-evaluation.
- Equipment unexpectedly moves - Signs of re-energization or unintended motion.

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Hot Work



The Hot Work rule focuses on safety during tasks that involve open flames, heat or spark-producing activities, such as welding, cutting, grinding or soldering. These activities can create fire hazards, so strict precautions are necessary. Workers must ensure proper fire prevention measures are in place (like fire extinguishers or fire watches) and check for any combustible materials nearby. The rule aims to prevent fires, injuries and property damage during these high-risk tasks.

1. Hot Work Permit

- Ensure a valid hot work permit is obtained before starting the task when applicable.
- Verify that the permit includes details of the work and safety measures in place.
- Only authorized personnel should issue and approve the permit.

2. Fire Watch

- Appoint a trained fire watch to monitor during and after the work for fire hazards.
- The fire watch should have access to firefighting equipment and know how to use it.
- The fire watch must stay at the worksite until the area is declared safe.

3. Safe Work Area

- Inspect and clear the area of combustibles, using fire-resistant barriers where needed.
- Move or shield any flammable materials from the immediate work zone.
- Ensure the surrounding area is free from any ignition sources.

4. Proper Ventilation

- Ensure adequate ventilation to avoid buildup of harmful fumes or gases.
- Use blowers, exhaust fans or open windows to promote airflow.
- Ensure the ventilation system is adequate for the size and scope of the work.

5. Personal Protective Equipment (PPE)

- Workers must wear appropriate flame-resistant clothing, gloves and eye protection.
- Ensure PPE is inspected before use to confirm it's in good condition.

6. Post-Work Monitoring

- Continue the fire watch for at least 30 minutes after the task to ensure no hidden fires remain.
- Check for any smoldering materials or sparks in the work area.
- Ensure the fire watch remains in the area until it is completely safe.

Start Work Checks:

The following list is a self-check of "Hot Work" topics. If you are not fully prepared in any of these questions, do not start the task.

Get a Hot Work Permit

- Make sure you have a valid permit before starting (when applicable).

Check for Fire Hazards

- Clear flammable materials or cover them with fire-resistant barriers.

Fire Watch

- Assign a fire watch to monitor during and after the work.

Wear Proper PPE

- Use flame-resistant clothing, gloves and eye protection.

Ventilate the Area

- Ensure there's proper airflow to avoid harmful fumes.
- Inspect tools and equipment. Make sure all tools and equipment are safe and in good condition.

Stop Work Obligation:

The following is a list of scenarios or tasks that should be stopped immediately.

- Fire or spark hazard - If a fire or unexpected sparks occur, or is about to occur during the task.
- Unsafe work area - If the work area becomes unsafe, such as combustible materials being exposed or improper barriers in place.
- Improper PPE - If workers are not wearing the required protective equipment, like flame-resistant clothing or eye protection.
- Lack of fire watch - If the designated fire watch is not present, equipped or actively monitoring the area.
- Ventilation failure - If proper ventilation is not maintained, leading to a buildup of harmful fumes or gases.
- Equipment malfunction - If any tools or equipment are malfunctioning or pose a safety risk.
- Unapproved hot work permit - If the hot work permit is expired, not issued or does not cover the specific task being performed.
- Uncontrolled hazardous conditions - If new hazards are identified that were not planned for, such as a gas leak or unexpected pressure release.

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Line of Fire

The Line of Fire rule focuses on staying out of the path of potential hazards that could cause injury. This includes being aware of moving equipment, falling objects, high-pressure releases and stored energy. Workers must identify and control these risks by positioning themselves safely, using barriers and following proper procedures to prevent being in harm's way.



1. Work Planning - Plan tasks in advance to identify and control line-of-fire hazards before starting work.

- Review the job scope and identify potential hazards before work begins.
- Ensure all workers understand the plan and proper safety measures are in place.

2. Hazard Awareness - Identify risks such as moving equipment, falling objects, high-pressure releases and stored energy.

- Conduct a pre-job risk assessment to recognize potential line-of-fire hazards.
- Continuously monitor the work area for new or changing risks.

3. Body Positioning - Stay clear of potential impact zones and unexpected movements to avoid injury.

- Always position yourself where you won't be struck, crushed or caught between objects.
- Maintain a safe distance from suspended loads, moving equipment and pressure releases.

4. Barricades and Exclusion Zones - Use barriers and restricted areas to keep workers out of hazardous zones.

- Clearly mark exclusion zones and ensure workers respect the boundaries.
- Use physical barricades, cones or signage to warn of dangerous areas.

5. Tool and Equipment Safety - Ensure tools and equipment are secured, used correctly and maintained to prevent unexpected movement or release of energy.

- Inspect tools and equipment before use to ensure they are in good condition.
- Secure tools at height to prevent dropped objects from becoming hazards.

6. Stop Work Authority - If someone is in the line of fire or conditions become unsafe, stop the work immediately.

- Empower workers to speak up and stop work if they see a dangerous situation.
- No task is worth proceeding if safety is compromised.

Start Work Checks:

The following list is a self-check of "Line of Fire" topics. If you are not fully prepared in any of these questions, do not start the task.

Identify Hazards

- Look for potential risks like moving equipment, falling objects, high-pressure releases and stored energy.

Plan Safe Positioning

- Stay out of danger zones where you could be struck, caught or crushed.

Use Barricades and Exclusion Zones

- Set up barriers and restricted areas to keep workers safe.

Secure Tools and Equipment

- Prevent dropped objects or unexpected movements by properly securing all tools and materials.

Stop Work if Unsafe

- If you or someone else is in the line of fire, stop and reassess before continuing.

Stop Work Obligation:

The following is a list of scenarios or tasks that should be stopped immediately.

- Unsafe positioning - If a worker is in or near a hazardous zone, such as directly in the path of moving equipment or falling objects.
- Lack of barricades or exclusion zones - If barriers or restricted areas are not set up properly to protect workers from danger zones.
- Unsecured tools or equipment - If tools or equipment are not properly secured, creating a risk of them falling or moving unexpectedly.
- Unclear hazard identification - If the hazards related to the line-of-fire have not been fully identified or communicated.
- Inadequate communication - If workers are not informed about the risks or do not understand the work plan and safety procedures.
- Unexpected changes in conditions - If there is a change in the work environment (like weather or equipment malfunction) that introduces new risks.
- Improper lockout/tagout - If energy sources have not been properly isolated, or lockout/tagout procedures are not followed, creating a risk of sudden release or movement.

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Safe Mechanical Lifting



The purpose of the Safe Mechanical Lifting rule is to ensure the safe and efficient execution of lifting operations. It aims to establish consistent procedures and guidelines to minimize the risks associated with lifting and rigging activities and protect the health and safety of personnel and equipment.

1. Pre-Planning the Work

- Critical pre-lift plan has been completed.
- Crane is positioned in an area free from overhead high-voltage lines.
- Ground below crane has been tested and verified to support crane plus load.
- All required inspections have been completed and verified.
- Job Safety Analysis (JSA) and/or permit is issued.
- Barricades are erected prior to lifting.
- Hand signals have been discussed and agreed upon.
- Load weights and crane capacities have been verified.

2. Prevent Unattended Loads

- Land any load suspended below the hook.
- Disengage the master clutch.
- Set travel, swing, boom brakes and other locking devices.
- Put controls in the off or neutral position.

3. Inspect Tools and Equipment

- Perform daily crane inspection.
- Pre-use wire rope, chokers and spreader bar or other mechanical lifting devices.
- Ensure proper crane placement.

4. Wear Proper PPE

- Basic PPE is required during any lift.
- Obtain two-way radio for spotter and operator for continuous communications.

5. Practice Safe Work Habits

- Avoid working below suspended loads.
- Always gain permission before crossing barricades.
- Watch for pedestrians and overhead high voltage service lines.
- Stop work if conditions change, such as high winds or unstable surface.

Start Work Checks:

The following list is a self-check of "Safe Mechanical Lifting" topics. If you are not fully prepared in any of these questions, do not start the task.

- Plan the task: Identify hazards, check weather, properly train and secure the area.
- Inspect equipment: Check crane, footings, wire rope and other devices used for lifting purposes.
- Check access equipment: Ensure a clear path to crane. Blind spots have been identified and barricaded as needed.
- Secure tools and materials: Ensure there is no storage of other lift devices on crane that could fall and cause injuries.
- Wear proper PPE: Hard hat, harness, gloves, eye protection and footwear.
- Final checks: Barricades erected, flight path identified and hand signals agreed upon. Equipment inspections and load weights verified.

Stop Work Obligation:

The following is a list of scenarios or task that should be stopped immediately.

Crane Inspection:

- Missing or not completed crane inspection
- Crane chart is missing
- Change in lifting weight

Unsafe Environmental Concerns:

- High wind
- Thunderstorms
- Lightning
- Unstable soil

Procedural or Planning Gaps:

- No critical lift plan completed
- Work zone below not barricaded or controlled

Worker Safety Concerns:

- Improper training, PPE or supervision
- Signs of fatigue, impairment or confusion
- Uncontrolled loads
- Weather or environmental hazards

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Work Authorization



Work Authorization is a formal process that ensures tasks are planned, reviewed and approved before starting. It helps identify risks, confirm safety measures and ensure workers are properly trained. This process is important, because it prevents accidents by ensuring work is done safely, following procedures and communicating clearly among everyone involved.

1. Approval to Work

- You must receive authorization from the responsible personnel before starting any task.
- The work will be reviewed to ensure it is safe and complies with safety procedures.

2. Understanding the Permit/Authorization

- Make sure you fully understand the work permit, including its scope and specific requirements.
- Review the permit for any specific safety measures, hazards or controls required for the task.
- Clarify any uncertainties before starting work to ensure everyone is on the same page.

3. Risk Assessment and Mitigation

- All potential hazards will be identified and assessed before work begins.
- Mitigation measures will be implemented to reduce risks, such as using protective equipment or isolating hazards.
- Any residual risks that can't be eliminated will be communicated and controlled during the job.

4. Safety Procedures

- You will be required to follow the company's established safety protocols throughout the task.
- This includes using proper personal protective equipment (PPE), following safe work practices and adhering to emergency procedures.

5. Training Verification

- Ensure you are qualified and trained for the specific task and any associated equipment.
- If you are not trained, you may need to complete training or work under supervision until properly certified.

6. Clear Communication

- You will receive clear instructions about the task, including any specific safety concerns.
- Regular communication will be maintained throughout the work to monitor safety and address concerns.
- All workers involved will be informed about the work plan and their roles to ensure coordination and avoid misunderstanding.

Start Work Checks:

The following list is a self-check of "Work Authorization" topics. If you are not fully prepared in any of these questions, do not start the task.

- Get approval to work
- Understand the work permit
- Assess risks
- Ensure proper training
- Communicate the plan
- Inspect the area and equipment
- Verify lockout/tagout (LOTO)

Stop Work Obligation:

The following is a list of scenarios or tasks that should be stopped immediately.

- No proper authorization
- Incomplete or unclear permit
- Uncontrolled risks
- Untrained workers
- Unsafe conditions
- Poor communication
- Scope change
- Unauthorized lock/tag removal

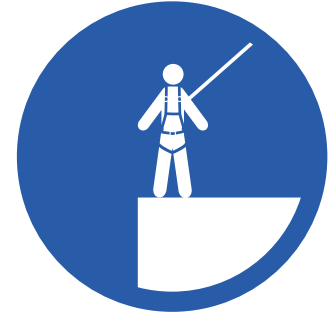
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Working at Heights

The Working at Heights rule is crucial, because falls and dropped objects are among the leading causes of serious injuries and fatalities in the workplace. Without proper protection, even a fall from a low height or a dropped tool can result in life-changing consequences.



1. Pre-Planning the Work

- Risk Assessment: Identify fall hazards and potential dropped object risks before work begins.
- Fall Protection Plan: Develop a site-specific plan, including proper fall protection systems and emergency rescue procedures.
- Equipment Check: Ensure all fall protection gear, ladders, scaffolds and tool tethering systems are available, inspected and in good condition.
- Work Coordination: Communicate the plan with all team members, ensuring those working below are aware of overhead work.

2. Prevent Falls

- Use proper fall protection systems, such as guardrails, fall restraint or fall arrest harnesses when working at heights.
- Ensure anchor points are rated for at least 5,000 pounds per person tied off.
- Maintain three points of contact when using ladders and avoid climbing on unapproved surfaces.

3. Secure Tools and Equipment

- Use tool lanyards, tethering systems and toe boards to prevent objects from falling to lower levels.
- Store loose materials away from edges and ensure overhead work zones are properly barricaded.

4. Wear Proper PPE

- Ensure hard hats are worn to protect against falling objects, and harnesses are properly fitted and inspected before use.

5. Practice Safe Work Habits

- Avoid working below others performing overhead tasks.
- Stop work if conditions change, such as high winds or unstable surfaces.

Start Work Checks:

The following list is a self-check of "Working from Heights" topics. If you are not fully prepared in any of these questions, do not start the task.

- Plan the task: Identify hazards, check weather, properly train and secure the area.
- Inspect fall protection: Check harness, lanyard, lifeline and anchor points.
- Check access equipment: Ensure ladders, scaffolds or lifts are safe.
- Secure tools and materials: Use tool lanyards and store loose items.
- Wear proper PPE: Hard hat, harness, gloves, eye protection, footwear and proper harness type.
- Final checks: Barricade drop zone and confirm rescue plan.

Stop Work Obligation:

The following is a list of scenarios or tasks that should be stopped immediately.

Fall Protection Issues:

- Missing, damaged or improperly fitted harness, lanyard or lifeline.
- Anchor point is not rated or properly secured.

Unsafe Access Equipment:

- Damaged ladder, scaffold or man lift.
- Missing guardrails, toe boards or proper platform.

Dropped Object Risks:

- Tools or materials not tethered or secured.
- Loose items near edges or walkways.

Procedural or Planning Gaps:

- No fall protection or rescue plan in place.
- Work zone below not barricaded or controlled.

Worker Safety Concerns:

- Improper training, PPE or supervision.
- Signs of fatigue, impairment or confusion.

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If conditions change, we stop and reassess.

We are all authorized to stop work if there's any doubt about safety or if we can't follow the rules.