

Tools for Life – Weekly Health & Safety Meeting



Home Healthy - Home Safe

Date: March 2023

Apollo Work Rules

Did you know Apollo has General Work Site Safety Rules. 26 of them to be specific. These rules help keep Apollo employees going home safe and raising the bar in the field of safety for the industry. Many of our worksite rules are policy driven and some of them are from lessons learned in the past. Have you ever been on a jobsite and had a supervisor ask you to remove your hoodie strings? Many people may not know the why behind this, but it is from a young apprentice using an angle grinder. The individual let his finger off the trigger while simultaneously raising his power tool, causing it to wrap around his hoodies strings and bring the grinding wheel to his face, causing a deep laceration in his lower face. The individual was injured, and the injury resulted in multiple surgeries to fix, however the young apprentice was able to return to the trades after he was all healed up. This is why loose clothing, lanyards and hoodie strings are not allowed on Apollo worksites.

Use the attached sheet and please cover Apollo General Work Site Safety Rules. Discuss them with the crew, and if you are someone who knows the “why” behind one or more of the rules, please take time to share one or two of the “Whys”.

HEALTHY OR SAFETY REMINDER: All injuries, no matter how big or small, need to be reported to your Apollo supervisor. This same rule applies to vehicle incidents, property damage and even near misses.

Discussion Points/Quiz Questions:

1. Before this meeting did you know the 26 Apollo General Work Site Safety Rules?
2. Do you think there are any that need to be added?

APOLLO GENERAL WORK SITE SAFETY RULES

1. All employees shall participate in Stretch and Flex prior to each shift.
2. All injuries regardless of severity shall be reported immediately to your supervisor. Documented on Pre-Task Plan, Weekly Safety Meeting, and Time Card. Failure to report injury is grounds for termination.
3. You are required to participate in Pre-Task Planning and Safety Meeting.
4. You must sign pre-task plans, safety meeting, and time cards.
5. The Following are prohibited items on Apollo Construction sites and Property
 - a. Dangerous weapons (fire arms)
 - b. Ammunition
 - c. Explosives
 - d. Incendiary devices
 - e. Controlled substances (e.g., illegal drugs and associated paraphernalia)
Note: Prescription drugs in their original containers are not prohibited
 - f. Any items prohibited by law
 - g. Pets/animals (except certified guide/service dogs with prior approval)
 - h. Electronic cigarettes
 - i. Hood Strings, Lanyards (unless break away), Loose Clothing.
 - j. Ear buds or other music listening headphones.
6. Hard Hats are required for all Construction Sites.
7. Cell phone use is prohibited while job sites unless supervisor grants permission on a case by case situation.
8. Fall protection is required 6 ft. Federal and 4 Ft Washington.
 - a. You must sign off on a Fall Protection Work Plan prior to any elevated work requiring fall protection.
9. Excavations 4 ft or more shall have egress (ladder) if vertical.
10. You may not enter excavation 5 ft (Oregon), 4 ft (Washington) without protection of sloping or shoring.
11. You must be trained in all confine Space Entries.
12. No Smoking unless area is designated.
13. Use of Alcohol or illegal drugs and marijuana before or during work hours may result in immediate termination.
14. No fighting or Horseplay.
15. You must inspect cords and tools prior to use, to ensure safe operations.
16. All cord and tool sets must have the proper Assured Equipment Grounding color code in place.
17. All required guards must be in place prior to any tool use.
18. Must report any medication use that may affect your safety or the safety of others.
19. Standard Apollo PPE required on all projects is: Hard Hat, Safety Glasses, shirt with sleeves, long pants, substantial boots above the ankle.
20. Any employee operating or occupying an aerial lift or fork truck is required to be trained and licensed for that equipment.
21. Ladders shall only be used as intended by the manufacturer. The top two steps of a step ladder shall not be used.
22. All unsafe conditions shall be corrected or reported to your supervisor immediately
23. If you question the safety of an operation **stop the work** and ask questions.
24. Seatbelts shall be worn when operating any type of equipment when seatbelts are equipped.
25. Good housekeeping shall be maintained at all times while working for Apollo.
26. You must comply with Apollo's/Bargaining unit drug testing program. A positive test includes: testing positive for illegal drugs, testing positive for legal drugs without a prescription, failure to show for random test as required, temperature out of range, tampering with sample, giving a false sample or any other out of compliance issue with the program.