

GENERAL SAFETY STANDARDS

The safety standards listed below are intended to inform about the basic rules of safety by which the workers and supervisors may coordinate common efforts for the prevention of accidents. Specific standards applicable to various activities and works are available and may be consulted with your supervisor and/or the Safety and Industrial Hygiene Unit.

One of the key issues the employee must consider at work is the need to work safely for his own good and to observe the safety guidelines prescribed for each task. Supervisors shall assure compliance with the safety standards and requirements and shall take proper action to correct and improve any condition or practice that is hazardous to health or safety.

The infringement of certain safety standards may endanger the personal safety of many employees so this behavior shall not be tolerated.

Disciplinary measures for the infringement of Safety Standards are listed below. Disciplinary measures shall be applied according to the gravity of the infraction and the stipulations of the ACP Personnel Administration Regulation.

1. Smoking prohibition: Smoking is prohibited in enclosed places, near access doors, in hazardous places, public places, and other areas where smoking is prohibited, near places that contain or where hazardous and/or flammable materials are being used and when work with pollutants is ongoing.

2. Obligation to Provide Protective Gear: When working conditions so require, it is mandatory to provide protective gear such as: hard hat, safety shoes, safety glasses, harnesses / safety ropes, protective breathing equipment, hearing protection, vest / life jacket. It is a serious infraction to not provide or to refuse to provide the equipment mentioned in compliance with this regulation. No worker shall be ordered to perform any work that requires protective gear until it is provided.

3. Mandatory Use of Protective Gear: In conformity with the stipulations of paragraph No.2 above, supervisors shall make sure that the worker is provided with the equipment and that the same is utilized whenever indicated. It is a serious infraction to refuse to use protective equipment or to stop using it. Workers are responsible for adequately safekeeping, maintaining, and storing the protective equipment provided to them.

4. Obligation to Observe All Safety Signs: For the protection of the workers as well as the equipment itself, signs shall be posted to indicate the negative (DANGER – DO NOT OPERATE) or impediment (DO NOT USE) to the use of certain devices, placing cards and/or locks to the switches, valves, and other control mechanisms to protect personnel that is working with that equipment. The unauthorized removal of the aforementioned signs, their

improper use, failure to utilize them, or disregard to the same constitute serious infractions.

5. Use of Safety Devices and Equipment: The installation of safety devices and safeguards in mechanical apparatus is intended to protect personnel from injury. The removal or damage to those safeguards is prohibited. Any apparatus whose safeguard is not functioning properly shall not be used. Noncompliance with the mentioned requirements is a serious infraction.

6. Unauthorized Use of Machinery, Tools, and Equipment: No machinery, tools and/or equipments shall be used without proper training and authorization for their use. Noncompliance with the mentioned requirements is a serious infraction.

7. Order and Cleanliness at the Work Place: Each worker has the obligation of keeping his work place orderly and clean.

8. Obligation to Report Every Injury and/or Damage to Property: The supervisor shall be alerted immediately about any injury suffered no matter how slight and first aid shall be obtained without loss of time. All damage to property shall be reported.

9. Use of Adequate Attire: No loose fitting clothes, ties, necklaces, bracelets, or rings shall be utilized while working near machinery and equipment where those objects may get trapped. Shoes should be in good conditions. For work, shoes made of fabric, sandals, or sneakers are not allowed. Enough clothing to protect the body from the elements and the hazards of work should be worn at all times.

10. Prohibition of Disorder at the Work Place: Included, but not limited to running, intentionally making someone trip, throwing objects and compressed air to other persons, pushing, practical or dangerous jokes, as well as any action with the purpose of startling, perturbing or distracting other co-workers. Any actions of this nature are expressly prohibited.

11. Safety Measures: Each worker and supervisor is expected to perform his work putting safety first. The person that disobeys the previous stipulation, that is, that continues to carry on unsafe or risky practices during work commits a serious infraction.

You are encouraged to inform your supervisor about any condition or practice that is dangerous to health or safety that you observe in your work area as soon as possible.

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HUMAN RESOURCES DEPARTMENT