1.0 Policy

Protect the wellbeing, assets of Sunbelt Controls, our customers and the public.

2.0 Purpose

Provide a secure work site that protects Sunbelt Controls employees, other contractors, customers and the public from injury and harm.

3.0 Scope

Applies to all Sunbelt Controls work sites.

4.0 Definitions

None

5.0 Requirements

5.1 Background Checks

5.1.1 Background Checks – Overview

As required by contract, employees will be given a background check through Apscreen. The background check will review the employee's credit history, criminal history and driver's license history.

5.2 Tools / Equipment

Prior to leaving the job site all tools and equipment will be secured to prevent theft and unauthorized use. This includes hand tools, power tools, ladders, scissors lifts, forklifts, torches and similar equipment. The control box will be removed and secured in a locked gang box or office

Ladders shall be locked in a room and/or chained and locked together. Scissor lifts shall have their control boxes removed from the lift and secured. Forklifts keys shall be removed when the lift is not being used.

5.3 Employees on the Jobsite

Employees shall check in with their supervisor prior to commencing work and prior to leaving the jobsite.

If the jobsite is an occupied facility, the employee shall follow-up the facility's requirements to check-in. If the employee shows up to the facility and cannot check in with the occupants, the employee shall contact their supervisor.

Employees shall report to their supervisor and to the facility any unusual activities or conditions at the job site. This includes suspicious individuals on the site, evidence of forced entry, vandalism, missing tools and equipment or similar issues

5.4 Protecting the Public

When work is performed in an occupied facility, measures shall be taken to protect the public and occupants.

- As much as possible, work will be scheduled to occur during the facility's off-hours (when it is least occupied.

- If work is performed in an area where the facility's occupants may be in the area or may come into contact with the area, extra precautions shall be taken.
- Notification of work to commence or work in progress will be made to the facility's management.
- Caution tape, temporary fencing or equivalent means will be used to barricade the area to prevent entry and warn of hazard.
- Signs shall be posted warning of work in the area.
- During lifts that fly over buildings, a safety plan will be developed to avoid flying loads over occupied spaces.

Sunbelt Controls employees shall follow the facility's requirements to protect its occupants and the public.

6.0 References

Sunbelt Controls management policy (Jobsite Security & Safety)