

MINE SAFETY & HEALTH RULES AND REGULATIONS

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CHAPTER I
DUTIES AND RESPONSIBILITIES

MANAGER/SUPERINTENDENT SAFETY RESPONSIBILITY

1. Assess all safety and health risks in all its workplaces and make mitigating measures to avoid accidents.
2. Take every reasonable precaution necessary to ensure the safety and health of the employees while on duty.
3. Establish and communicate safety rules and standards to all employees and contractors.
4. Provide appropriate resources, tools, and training for employees.
5. Ensure that meetings are conducted and documented.
6. Conduct routine safety and environmental inspections.
7. Investigate promptly all reported unsafe and unsanitary conditions, injuries, spills, and other incident and take immediate and appropriate action/s;
8. Review organization and employee safety performance periodically and provide feedback.

SUPERVISORS

1. Are required to know, understand, apply and enforce all safety rules regulations, precautions, and any measures pertaining to their work;
2. Must explain to subordinates on the meaning and objective of any part of these rules and regulations;
3. Must immediately take steps to correct conditions whenever complaints are found to be justified;
4. Shall conduct a ten (10) minutes "safety talks" or "pep talks" among workers under his shift.
5. Must be held responsible for the safety of his men;
6. To submit Supervisor's Accident Spot Report within 24 hours after the accident.
7. Must see to it that the work under his supervision is being performed properly and safely;
8. Must conduct safety meetings of his section as a means of educating the workers under him regarding proper safety and manner of working;
9. Must point out unsafe act and help his men to form safe working habits;
10. Must maintain discipline and to forbid "horseplay" or practical jokes; and
11. Must be familiar with the working places and visit them as often as practicable.

FOREMAN/LEADMAN

1. Are required to know, understand, apply and enforce all safety rules, regulations, and precautions pertaining to the work;
2. Must be held responsible for the safety of his men;
3. Must not allow men to work without proper safety equipment, gadgets, and apparels;
4. To submit Spot Report to the supervisor within 12 hours after the accident.
5. To ensure that accident reports are as factual and truthful as possible.
6. Must see to it that the working places under his supervision is safe and upkeep; and
7. Must report to his immediate supervisor any safety hazard that he might find in the department other than their own.

The MINE SAFETY ENGINEER/OFFICER/INSPECTOR

1. Shall make routine inspection of the mine and its premises;
2. Shall make a daily report of inspection and inform the Department/Section Heads concerned of the places inspected as to sanitation, unsafe acts/conditions, and improper working procedures;
3. Shall receive the oral and written reports of employees about unsafe and unhealthy conditions and make recommendations to management for remedial measures;
4. Shall conduct/train employees on accident prevention, first aid, mine rescue, sanitation and other safety measures;
5. Shall initiate the organization of Central Safety and Health Committee and conduct meetings for the promotion of safety and health;
6. Shall investigate all mine accidents and promulgate ways and means of preventing their recurrence;

7. Shall keep a record of all accidents and safety inspection reports and reports of service contractors, copy furnished the union employees' representative;
8. Shall institute and formulate safety program for the company;
9. Shall formulate emergency and disaster plans; and
10. Shall see to it that all MMDC and Mines Geosciences Bureau safety rules and regulations are complied with.

OCCUPATIONAL HEALTH PHYSICIAN

1. Organize, administer and maintain an occupational health service program integrating therein an occupational health program;
2. Continually monitor the work environment for health hazards through periodic inspection of the workplace;
3. Prevent diseases or injury in the workplace by establishing proper medical supervision over substances used, processes, and work environment;
4. Conserve the health of the workers through physical examinations, proper advice for health education;
5. Provide medical and surgical cases to restore health and earning capacity of injured workers;
6. Maintain and analyze records of all medical cases to prepare and submit to the employer annual medical reports, using form DOLE/BWC/OH-47, as required by this Standard;
7. Conduct studies on occupational health within his means and resources;
8. Act as adviser to management and labor on all health matters; and
9. And report directly to top management in order to be effective.

DENTIST

The duties of the dentist in the workplace shall be in accordance with the Standards prescribed by the Bureau of Dental Health Services, Department of Health.

OCCUPATIONAL HEALTH NURSE

1. In the absence of a physician, to organize and administer a health service program integrating occupational safety. Otherwise, these activities of the nurse shall be in accordance with the physician;
2. Provide nursing care to injured or ill workers;
3. Participate in health maintenance examination. If a physician is not available, to perform work activities which are within the scope allowed by the nursing profession, and if more extensive examinations are needed, to refer the same to a physician;
4. Participate in the maintenance of occupational health and safety by giving suggestions in the improvement of working environment affecting the health and well-being of the workers; and
5. Maintain a reporting and records system, and, if a physician is not available, prepare and submit an annual medical report, using form DOLE/BWC/HSD/OH-47, to the employer, as required by this Standard.

FIRST AIDER AND EMERGENCY RESPONDER

1. Give immediate temporary treatment in case of injury or illness, before the services of a physician becomes available. If the case needs a physician, the first-aider shall immediately call or refer the injured to one;
2. Participate in the maintenance of occupational safety and health programs, if a member of the Safety Committee;
3. Maintain medical services and facilities; and
4. Respond to all emergency situations as required by the Company.

EMPLOYEE

1. Shall faithfully observe all rules, regulations, and notices pertaining to safety and sanitation;
2. Shall promptly report all accidents of whatever nature or description to his immediate supervisor directly in-charge of the work;

3. Shall promptly report all unsafe and unsanitary conditions to either his immediate supervisor and safety engineer/inspector;
4. Shall assist his fellow workmen in the prevention of accident and warn them of dangerous conditions that they come to know in any part of the mine;
5. Shall report for duty well-rested, sober-free from influences of liquor or drugs, or in such conditions as to enable him to use and perform all ordinary precautions to avoid accidents;
6. Shall report for duty and perform his work in proper working clothes and equip with safety gadgets and paraphernalia required in the work place;
7. Shall not carry intoxicating liquor or prohibited drugs into the working place;
8. No unauthorized person is allowed to carry a gun or any deadly weapon including explosives inside the company premises;
9. Shall inform his immediate supervisor, if any of his co-worker reporting for work is under the influence of liquor or drugs and whose physical conditions does not warrant a safe conduct of his job;
10. Shall submit himself to such physical examinations as the employer may demand prior to and during employment and to vaccination or to any other treatment recommended by the company physician;
11. Shall report, in case of injury, to the hospital, or clinic for treatment after his shift, unless when the injury is serious that needs prompt medical attention;
12. Shall immediately administer first-aid, if qualified, to an injured fellow workman or get in touch with the nearest first-aid station or his immediate supervisor who shall make the necessary steps for proper treatment of the injured employee;
13. Shall not enter areas known to be dangerous or pass through danger signs without proper authority. Such signs are placed for everybody's protection and must be respected and strictly obeyed.
14. Shall not commit nuisance anywhere in the mine;
15. Shall immediately report to his immediate supervisor any injury he sustained while performing his regular duties with the company, no matter how small;
16. Shall not linger in any part of the plant or in the mine after the end of his shift;
17. Shall use latrine and other conveniences properly;
18. Shall dispose garbage and other waste in proper receptacles provided for the purpose;
19. Shall take extra care and caution in handling inflammable materials in order to prevent fire accident;
20. Shall, upon entering the mine, go directly to the working place assigned to him and shall not loiter or go into abandoned parts of the mine during his shift;
21. Shall not interfere with, remove, displace, damage or destroy any safety devices or other appliances, furnished for his protection or the protection of others, or interfere with any method of process adopted with a view to minimize hazards;
22. Shall immediately report to his immediate supervisor any defect of appliances that may discover in the plant, shop or in his department;
23. Shall follow the instructions given by his immediate supervisor, safety engineer and safety inspector; and
24. Shall attend safety orientation before reporting to their respective work assignment (newly hired & transferred employees). Failure to comply this rule means "WORKING WITHOUT PAY".

CHAPTER II GENERAL PROVISIONS

Section 1. On Driving

- Rule 01. An authorized driver and operator shall be a holder of Land Transportation Office Driver's License, with adequate training and experience.
- Rule 02. Drivers/Operators with expired Driver's License shall not be allowed to drive/operate their respective units until licenses are renewed.
- Rule 03. Drivers/Operators should always bring with them their Authorization to Drive IDs during working hours.
- Rule 04. Application Requirements for Heavy Equipment Operators and Light Equipment Drivers:

HEAVY EQUIPMENT OPERATOR:

- Must be a holder of valid Professional Driver's License issued by Land Transportation Office

- Must have a restriction number eight (8) and three (3) for vehicles more than 4500 Gross Vehicle Weight (GVW)
- Certification of Assessment from the contractor
- Medical certification from the Authorized Medical Provider.

LIGHT EQUIPMENT DRIVER:

- Must be a holder of valid Professional Driver's License issued by Land Transportation Office
- Must have a restriction number two (2) for vehicle lower than 4500 Gross Vehicle Weight (GVW)
- Medical certification from the Authorized Medical Provider.

- Rule 05. Drivers must not allow unauthorized rider on dump trucks and heavy equipment.
- Rule 06. Vehicle shall be inspected at the beginning of each shift and during service periods. Defects shall be reported immediately to the supervisor.
- Rule 07. Gauges shall be in the operating range after start up and these shall be checked often during operation.
- Rule 08. When traveling on a haulage road for the first time on the shift, drivers shall be required to drive slowly and check roads and general area for conditions, changes, and hazards.
- Rule 09. The road shall be cleared before the vehicle is moved. The unit shall not be moved unless warning signal is given.
- Rule 10. Spotter should look out boulder lock embedded near and/or between tires.
- Rule 11. Dump Truck operator should anticipate safety of sample at sample house.
- Rule 12. A minimum safe following distance of 15-meters shall be observed in following another truck when loaded on a downgrade.
- Rule 13. "Horse playing" such as vehicle racing is strictly prohibited.
- Rule 14. Right – hand traffic shall always be maintained unless otherwise directed or driving at the left side of the road is justifiable and safely warranted.
- Rule 15. It is prohibited to run over electric cable racks or other obstructing materials.
- Rule 16. Parked vehicles shall have the parking brakes on at all times. When on a grade, the front wheels shall be directed to the toe with tires upon properly blocked.
- Rule 17. Headlights shall be dimmed when approaching vehicles during nighttime.
- Rule 18. No person shall drive a motor vehicle in such a manner as to obstruct or impede the passage of vehicular traffic.
- Rule 19. Fast or reckless driving is prohibited.
- Rule 20. A person operating a vehicle shall not allow more passengers, freight, or cargo in his vehicle than its registered capacity.
- Rule 21. A person shall not drive a motor vehicle while under the influence of liquor or intoxicating drinks or drugs.
- Rule 22. A driver shall not permit any person to ride on the running board, step board, or mudguard, except when making repairs or adjustments on the motor.
- Rule 23. Drivers must observe road courtesy and traffic sign at all times.
- Rule 24. Do not follow too closely behind another vehicle. Allow at least two (2) vehicle length for every 20 KPH of speed.
- Rule 25. The maximum speed limit of 35 KPH on straight and ascending roads, 15 KPH for Curve and 20 KPH for descending roads.
- Rule 26. Speed limit of Twenty (20) KPH at the Barangay site area must be observed to avoid untoward incidents to occur and to minimize dusts emission.
- Rule 27. Do not approach or park vehicle behind or at the blind side of any heavy-equipment in operation or move about where the presence of the vehicle may not be known by the operator.
- Rule 28. A driver shall give the necessary signal before making turns towards any direction.
- Rule 29. Shift to low gear when negotiating on long and steep downgrade road.
- Rule 30. No overtaking is allowed at curves, intersection, and on or before crest of hills.
- Rule 31. A red or white flag will be displaced at the projecting end of a vehicle if the load extend more than one meter beyond the gate or body thereof.
- Rule 32. No person shall hang unto or ride on the outside or rear of any vehicle and no driver shall knowingly permit any person to hang unto his vehicle.
- Rule 33. Driver should not allow riders to ride on the hood or on top of any vehicle.

- Rule 34. Vehicles with emergency signals shall have the right of way.
- Rule 35. Defective vehicles shall not be driven, if risk in driving them is great that it would endanger both the driver and the vehicle and possibly many others. They should be sent to the shop for necessary repair.
- Rule 36. In case of accident, the driver concerned shall not leave the scene of the accident without aiding the victim nor move his vehicle unless he is in danger of being seriously harmed by anyone or if he is going to call a physician or nurse to aid the victim.

Section 2: On Transport Operation

- Rule 01. Passengers riding in a company vehicle shall be properly seated inside the vehicle or box and shall be under the direction of the driver. Sitting on the sides at the back of pick-up is prohibited.
- Rule 02. Overloading of materials and/or passengers in any company vehicle or equipment is prohibited. The following are the allowable passenger capacity for light and heavy equipment excluding drivers and operators.
- | | | |
|----------------------------------|---|---|
| a. Dump Truck (DT) | - | 2 passengers |
| b. Compactor | - | no riders |
| c. Bulldozer (KT) | - | no riders |
| d. Track Excavator (TX) | - | no riders |
| e. Wheel Loader (WL) | - | no riders |
| f. Fuel Truck (FT) | - | 2 passengers |
| g. Water Truck (WT) | - | 2-3 passengers |
| h. Official Vehicle (OV) Pick-up | - | 5 passengers inside and 4 outside |
| i. Fortuner/Everest/Montero | - | 6 passengers |
| j. Jimny | - | 3 passengers |
| k. Military Jeep (Willies) | - | 6 passengers |
| l. Service Truck (ST-Sadam) | - | 32 passengers, standing can be allowed as long as there will be no passenger hanging outside the truck. |
| m. Road Grader (RG) | - | no riders |
| n. Motorcycle (MC) | - | 1 passengers |
| o. Service Bus | - | 25 passengers |
| p. Service Bus-2 | - | 50 passengers |
| q. Service Bus-3 | - | 60 passengers |
- Rule 03. To get on or off a moving vehicle is prohibited.
- Rule 04. Only the mechanics are allowed to ride in haulage units or haulage trucks to or from the shops and servicing stations.
- Rule 05. Before starting to move the vehicle, the driver ensure that all passengers are properly seated and that nobody is still in the act of boarding or alighting from the vehicles.
- Rule 06. Unauthorized vehicles such as bicycles, motorcycles and other service vehicles are not allowed to enter the company premises.
- Rule 07. Wheel Loader (WL) should not be used for towing equipment. Wheeled equipment are not capable to hold especially on slippery roads. Bulldozer is the recommended equipment for towing.
- Rule 08. Supervisor must check first with the Road Maintenance Department regarding the road condition before advising units to travel.
- Rule 09. Transporting or loading of wood(s) / lumber(s) by means of our company service vehicles is strictly prohibited.

Section 3: Observance of Traffic Rules

- Rule 01. Always give way to emergency vehicles such as fire truck and ambulance.
- Rule 02. Walk against the direction of the road so that you can see the approaching vehicle
- Rule 03. Yield to vehicle in intersection signaling for turn.
- Rule 04. Observe and practice courtesy on the road. Double parking on the haulage way route and blind curves is not allowed.

Section 4: On Equipment/Machine Operation

- Rule 01. Operator of equipment or any machine shall observe all the proper procedures concerning the safe and efficient operation of their respective machines or equipment.
- Rule 02. Only authorized and qualified personnel shall be allowed to operate heavy equipment. Authorized personnel shall be a holder of Land Transportation Office Driver's License and Authority to Drive issued by the Safety Department.
- Rule 03. Equipment operators shall be responsible for the protection of fellow workers and equipment within his scope.
- Rule 04. Trainees can only operate company equipment if accompanied by an authorized operator (a holder of a Land Transportation Office Driver's License and ATD). Trainees are not advised to work overtime and are not to be assigned during night shift. Trainees should have the same requirement as the regular driver.
- Rule 05. Danger – "Do Not Operate" tags shall always be placed on any equipment not ready for use.
- Rule 06. No operator shall wear loose or flowing clothing that might catch in moving parts, including ID laces.
- Rule 07. An operator should never leave his equipment with engine running. When the equipment is left overnight, same should be locked, braked, and otherwise protected so that unauthorized persons cannot get into starting or moving it.
- Rule 08. An operator shall constantly be alert to see to it that his path is clear or no workmen, obstruction and other equipment or vehicles within his scope of operation/area of work.
- Rule 09. When attachment are hooked to the Dozers, a bar should be used to steer the eve over the hook to avoid pinching the hands, safety chains should be attached in addition to the bar.
- Rule 10. When it is necessary for both operator and the helper to leave the equipment, the machine shall be shut down.
- Rule 11. The operator shall not allow machine/equipment near crest or bank, which is considered to be unsafe.
- Rule 12. Mechanical defects or unsafe conditions of the machine/equipment shall be reported to the supervisor immediately.
- Rule 13. Operators shall instruct their helpers on safer work methods and see to it that they work safely.
- Rule 14. Unauthorized persons shall not be permitted near the equipment/machine while in operation.
- Rule 15. When refueling, the operator shall shut off the engine and shall comply with no smoking policy.
- Rule 16. The driver and operator shall follow strictly the Preventive Maintenance Schedule of each equipment in accordance with the procedure set by the General Services Department.
- Rule 17. When repairing equipment, it shall be properly locked-out to prevent it from being set in motion.
- Rule 18. No employee shall be allowed to undertake servicing of the battery unless equipped with the appropriate safety paraphernalia.
- Rule 19. Before starting repaired equipment, an inspection shall be done to make sure that all tools used are removed; all working parts of the machine are free to move.
- Rule 20. The driver & operator shall always park the equipment properly in designated area. Reverse parking must always be observed at all times.
- Rule 21. The driver & operator shall always keep the machine clean at all times.
- Rule 22. All Trucks/Auxiliary fleet shall be prohibited to immerse into rivers to obtain cooling requirements.
- Rule 23. Washing of vehicle/ equipment at the rivers is strictly prohibited.

Section 5: Common Working Procedures

- Rule 01. Use the right tool, machine, and equipment for a job. They shall be in good condition and shall be used safely.
- Rule 02. Use the proper method in lifting (weight to be borne by the muscle of the thighs and legs and not by the back of the body) and get help for heavy and awkward loads.
- Rule 03. If one does not know what to do on any piece of work, in a safe and efficient manner, consult the supervisor concerned or see the Safety Engineer/Inspector for advice.
- Rule 04. Safety belts should be worn when there is danger of slipping or falling from higher elevation (6 feet above).

- Rule 05. After the job is completed, the temporary scaffold used shall immediately be dismantled and material stored properly.
- Rule 06. Signs of faulty wiring and other electrical defects should be reported right away to concerned authorities.
- Rule 07. No person shall operate or be permitted to operate any machine or tool unless he is familiar with, equipped with appropriate personal protective device, and duly authorized to do so.
- Rule 08. Gasoline should not be used as cleaning solvent.
- Rule 09. Suitable clothing shall be worn for the particular work an employee is required to do.
- Rule 10. Upon completion of a job, salvage materials shall be placed safely for removal to disposal bins or containers. Always keep materials out of walkways.
- Rule 11. Maintain orderly housekeeping around workplace always.
- Rule 12. Deposit broken glasses in a safe place.

Section 6: Office Safety

- Rule 01. Extension cords for office electric equipment shall be properly laid out to avoid tripping hazards.
- Rule 02. Overhead lighting fixtures shall be checked for loose fittings, screws, etc. to prevent them from falling.
- Rule 03. Never leave drawers, steel cabinets, etc. opened when not being used.
- Rule 04. Unplug all electrical gadgets after work.
- Rule 05. Tabletop should be orderly at all times.
- Rule 06. Waste papers should be placed in the trashcan. Empty trash can regularly.
- Rule 07. Remove sharp or pointed objects in the work place.

Section 7: Health and Sanitation

7.1: Water Supply Sanitation

- Rule 01. Improper disposal of human excreta and sewage on water shed areas is prohibited.
- Rule 02. Any act which would lead to contamination of drinking water supply is prohibited.
- Rule 03. Any act which is associated with excreta being accessible to flies, insects, and rodents thus leading towards community hazards is prohibited.

7.2: On Refuse

- Rule 04. Garbage - leftover vegetables, animals, and fish materials from kitchens shall be disposed of properly as these materials have tendency to decay, giving off foul odors, and also serve as food for flies and rats.
- Rule 05. Rubbish – waste materials such as bottles, broken glass, tin cans, waste papers, and discarded porcelain wares, pieces of metal and other wrapping materials should be disposed of properly.
- Rule 06. Ashes - after cooking or after the embers have cooled down, ashes from cooking places should be cleaned as this may become a nuisance due to the dust associated with them.
- Rule 07. Dead animals – dead cats, rats, pig, chicken should be buried at least 4-6 feet, depending on the size of the animal or bird.
- Rule 08. Street weeping-dust, dried manure, leaves, cigarette butts, waste papers should be disposed properly.
- Rule 09. Scraps of lunch, waste materials, etc. shall be placed in the proper container.
- Rule 10. Spitting indiscriminately is prohibited, especially on floors of work places.

7.3: On Food Sanitation

- Rule 11. To insure proper food sanitation. All involve in the food preparation and those doing livelihood projects in the mine site which is geared towards food for public consumption, should wear aprons and head caps. Wearing of slippers is not allowed.
- Rule 12. No individual from within the company or outside should engage in the sale of food offensive to the purchaser, or inferior in value and quality.
- Rule 13. Those responsible in the purchase and preparation of food should see to it that there should be no wastage and spoilage of foodstuffs.

Section 8: On Personal Health

- Rule 01. Any contagious ailments that will endanger the health of others shall be reported immediately and that medical treatment shall be obtained as soon as possible.
- Rule 02. All personal service facilities provided by the company shall be properly used and maintained. It should be cleaned and in good sanitary condition.
- Rule 03. Instruction by the company doctor shall be complied with regards to treatment of ailments. Those confined at their homes shall not go out and wander around or indulge in any activity that may aggravate their condition.

Section 9: On Fire Protection

- Rule 01. A serious fire might jeopardize the lives of everyone; therefore, every person connected directly or indirectly with this company should take every precaution to prevent fires.
- Rule 02. "No Smoking" signs must be strictly complied at all times. Smoking is allowed only on the designated smoking areas.
- Rule 03. Every employee should acquaint himself with the location and operation of all fire fighting equipment on the vicinity of his work.
- Rule 04. Do not store any flammable substance or any volatile liquid in kitchen. Cover the flammable containers tightly.
- Rule 05. Fire fighting equipment must not be used for any purpose other than fighting a fire.
- Rule 06. In case of fire, first priority is the safety of all people then saving the property.
- Rule 07. Anyone discovering a fire or dense smoke must do what he can to extinguish the fire. Remember the first few minutes are precious in extinguishing a fire.
- Rule 08. Rags, cotton waste, paper, lumber scraps and other flammable waste material shall not be allowed to accumulate and shall be cleaned up and deposited in proper containers.
- Rule 09. In case of failure to put off the fire, notify your immediate supervisor.

Section 10: On Environmental Protection & Enhancement

- Rule 01. Strictly no cutting of live trees around the designated water shed areas and trees within the mine complex without proper authorization.
- Rule 02. Employees involve in burning of trees within and outside the mine complex is prohibited, no matter what the purpose might be.
- Rule 03. Employees shall properly maintain oil spills collection and treatment of oil and grease generated from project operations.
- Rule 04. Restriction on discharge of ballast water, sewage and other waste generated from foreign ships and company owned motorboats, within the vicinity of the project.
- Rule 05. Strictly ensure the regulation on use of anti-fouling paints for sea vessels, and other chemicals containing metals and toxic compounds.
- Rule 06. Shall observe good vegetative practices, proper land use, and sound soil management.
- Rule 07. Mine preparation or stripping shall be done with care and only the exact limit to be mined is disturbed.
- Rule 08. Trees being cut in the process of constructing mine roads, facilities, and mine preparation shall be collected properly for future construction use.
- Rule 09. Shall design and construct roads with minimal land and ecological disturbance and with adequate drainage.
- Rule 10. Hunting and poaching within the mine complex is strictly prohibited.

**CHAPTER III
PERSONAL PROTECTIVE EQUIPMENT**

- Rule 01. Safety and/or protective equipment specified for any particular work shall be used at all time and in the proper manner.
- Rule 02. All personnel working in hazardous places, as a condition of employment shall wear prescribed safety hats and footwear. Designated Hard-Hat areas: Mining, Mechanical Shop, Assay Sample Preparation Room, Warehouse, Carpentry Shop & Construction sites.
- Rule 03. Slippers, short pants and no-sleeve shirts should not be worn while working. Supervisors are charged with the responsibility of enforcing this rule.
- Rule 04. Wearing of body ornaments such as necklace, bracelet, earrings and ring are not permitted to be worn by employees who are assigned in mechanical related work and whose natures of work are in the field.
- Rule 05. Safety belts, harness, straps or lifelines shall be worn by all (persons) employee working at elevations six (6) ft. above or where there is a hazard of falling or slipping from dangerous heights.
- Rule 06. When handling or nearing toxic materials, gases, dust paint, etc., respirator of the prescribed type should always be worn. Respirators should be scrubbed in warm, soapy water and rinsed thoroughly.
- Rule 07. Guests and Visitors shall observe the same rules stated. The Department/Section concerned shall be held responsible in case of their respective guests/visitors violate these rules.

Adequate personal protective equipment shall be provided to all employees and shall be of a type and condition that will not expose the employee to any unnecessary and unavailable hazards.

**CHAPTER IV
MINING OPERATIONS**

Section 1: General Safety Rules and Regulations

- Rule 01. Only trained and authorized drivers/operators can operate the light/heavy equipment.
- Rule 02. The driver/operator is held responsible for the care of his unit from the time this is assigned to him and up to time he is properly relieved.
- Rule 03. The driver/operator must observe all standard operating procedures to enhance safe and efficient operation of his unit.
- Rule 04. No one should be allowed to stay or pass under a raised bucket or under any suspended load.
- Rule 05. Only duly authorized persons shall be permitted to operate any machine or equipment. Equipment operators shall be made responsible for the protection of men and equipment within their scope of jurisdiction.
- Rule 06. In going near or working around operating equipment, one shall make known to the operator of his presence in the area or shall stay within the lines of sight of the operator.
- Rule 07. Spare or broken down equipment shall not be left unattended near the toe or crest of a bench.
- Rule 08. No other person except the operator should be allowed to standby on any machine/equipment.
- Rule 09. Contractors with no management endorsement must be strictly prohibited from the mine site.
- Rule 10. Employees are prohibited from utilizing company vehicle for personal use especially after operation or office hours.
- Rule 11. All company vehicles traveling on official business or other specific purpose must be covered with trip ticket duly approved by the proper authority and should be under the care of the authorized driver.

Section 2: For Drivers/Operators

- Rule 01. It is the duty of the authorized driver/operator to be familiar with and to fully understand the function of each gauge, switch pilot light, etc., of his unit.
- Rule 02. To immediately report to his supervisor or to whomever is designated as such for the instructions at the start of the shift.
- Rule 03. To perform the routine inspections at the start of his shift, or when his unit is on standby or report any malfunction/defect he noticed from his unit.
- Rule 04. To report as soon as possible any unsafe haul-road or bump condition to the supervisor. Bumpy haul-roads and rock spillage on the roads and humps must also be reported.
- Rule 05. To perform "walk-around" inspection not only during the start and end of the shift but also during service and standby time. Housekeeping should be carried out at every opportunity.
- Rule 06. Must promptly report all accident or near accident that might have involved him and/or his unit.
- Rule 07. To be held responsible for the accounting and care of the accessories assigned to his unit.
- Rule 08. Exercise caution when starting or backing, be sure that the way is clear and no one will be hurt nor will the unit be damaged.
- Rule 09. The transmission and control levers should be on a neutral position before starting the engine. Check all controls whether they function properly.
- Rule 10. Always let the engine run at low idle for five (5) minutes before and after operating a unit. Also check the gauges during warm-up period.
- Rule 11. Operators must not jump on or off his unit; when in motion, except in an emergency situation.
- Rule 12. Operators must be aware of other units working within the area to avoid hitting or being hit by the same.
- Rule 13. Operators must park his unit in the prescribed parking area.
- Rule 14. Operators must not allow riders.
- Rule 15. A log book record must be kept, containing the activities and comments regarding condition of equipment.
- Rule 16. Responsible for hauling his unit promptly and properly serviced. Weekly servicing schedule must be strictly observed.
- Rule 17. Shall follow all other instructions of his supervisor.

Section 3: For Dump-truck Driver

- Rule 01. A driver should pull into the loading area with caution; unnecessary backing and turning must be eliminated.
- Rule 02. A Driver must stop upon reaching position for loading and move lever to neutral position.
- Rule 03. Must remain in the cab while the truck is being loaded.
- Rule 04. Always blow the horn upon hearing or seeing the signal to move out. Also, blow the horn when moving truck from stop position.
- Rule 05. Obey all road signs and slow down when approaching junctions and blind curves.
- Rule 06. Over-speeding and running over rock spillage should be avoided.
- Rule 07. Always dim the headlights for in-coming vehicles, during nighttime.
- Rule 08. Always check that the dump box is completely down.
- Rule 09. Unnecessary braking should be avoided since it will produce heat on the brake drum as well as damages the tire.
- Rule 10. Tire inflation should be checked from time to time.
- Rule 11. In case of unit breakdown, flat tire, especially on the rear, report immediately to the supervisor for job request.
- Rule 12. Never under any circumstances, run over company properties, such as safety placards, sample scoops, etc.
- Rule 13. Be sure to notify the sampler and the spotter where your load come from.
- Rule 14. Never edge dump without a spotter. Always follow the signal of the dump spotter.
- Rule 15. Give right of way to loaded and descending trucks.
- Rule 16. Avoid tailgating. Maintain at least 15 meters distance or two (2) truck length
- Rule 17. Avoid stopping or parking your truck on the haulage way route.
- Rule 18. A stop signal must be strictly obeyed.
- Rule 19. If a defective truck is to be left on the haul-road, apply parking brake and block the tires securely.

Section 4: For Track Excavator Operator

- Rule 01. Knowing the direction of the cut or advance, the track Excavator/Loader should be positioned as such that swing arc is kept to minimum and limited to within 90° angle.
- Rule 02. Keep the swing as short as possible. The shorter the swing cycle, the more efficient is the loading operation.
- Rule 03. To prevent damage on the dump box, bring the bucket as low as possible to the floor of the dump box, when loading.
- Rule 04. Do not overload the Dump Truck since it may cause spillage on the road.
- Rule 05. Avoid swinging your bucket, empty or loaded over anybody or any equipment.
- Rule 06. Avoid suspending your bucket motionless, either empty or loaded for any length of time.
- Rule 07. Blow the horn to signify proper positioning of Dump Truck and upon completion of loading.
- Rule 08. While waiting for a Dump Truck, the operator must scrape the bank to loosen the materials.
- Rule 09. The bucket must be lowered to the ground at the end of the shift. Activate all brakes and placed the controls in neutral position.
- Rule 10. Check proper positioning of track pads (parallel or perpendicular)

Section 5: For Bulldozer Operator

- Rule 01. Utmost caution must be taken when operating at or near the crests of benches and dumps.
- Rule 02. When scraping crests, always extend the blade.
- Rule 03. When traveling up on a steep grade, the blade should be lowered as close to the ground as possible, to avoid over-balancing.
- Rule 04. Bulldozers must be operated at speed consistent with the conditions on a particular job.
- Rule 05. When the bulldozer is parked, the transmission must be neutral, the clutch engaged, and the blade/ripper lowered to the ground.
- Rule 06. Engine must be shut-off if repairs or adjustments are to be made.
- Rule 07. When pushing, if possible push the load downgrade, taking advantage of the weight of the bulldozer, so as not to tax the engine. Upgrade pushing results to excessive torque on the engine.

Section 6: For Wheel Loader Operator

- Rule 01. When loading, the transmission should be on the first speed range.
- Rule 02. Drive the wheel loader forward slowly unto the material to be loaded and do not allow the tires to spin.
- Rule 03. While carrying a load, the buckets should rest on the boom pads. All control levers should be on the hold to neutral positions.
- Rule 04. Lift the bucket of the wheel loader until it is free from the edge of the dump truck's dump box before dumping the load slowly.
- Rule 05. At the end of the shift, bring the loader to a complete stop, apply the parking brake, and shift the transmission to neutral position.

Section 7: For Road Grader Operator

- Rule 01. When scraping, the blade should be allowed only a few inches from the ground being worked on and the material is to be worked from one side to the other. The scraped material must be delivered outside of the rear wheels to maintain smooth surface.
- Rule 02. The grader should be limited to either first or second gear when operating, except when travelling.
- Rule 03. Graders shall be operated in the same direction as traffic flow.

Section 8: Transferring Operation

- Rule 01. Track Loader should not boom up loaded bucket if Dump truck is not yet around.
- Rule 02. Positioning of any unit near the cliff is unsafe especially if the unit will be on standby.

Section 9: Grade Control Operation

- Rule 01. Wearing of safety paraphernalia especially during loading activities is strictly observed.
Rule 02. Safekeeping of placards and other sampling records and sample bag after operation is required.

Section 10: Drilling Operations

- Rule 01. Operators as well as their helpers should inspect all drilling accessories, tools, flat forms, drill rods, chain blocks, spindle swivel assembly and the drilling machine before the start of the drilling operation.
Rule 02. Chain blockers and their helpers should check thoroughly the hoisting rope, drill rod, bit barrel and the swivel assembly and that other pertinent connections are properly tightened and clear the tools before starting the drilling operation.
Rule 03. Drilling personnel should not try holding the rotating drill parts.
Rule 04. Ropes in both handles should anchor the clutch case and drilling personnel should always be in-group at the start of the operation.
Rule 05. Rodman should support the rod holder by using cane along in holding the rod upon loosening the rod connections.
Rule 06. Chain Blockers should always check the alignment of the spindle swivel assembly drill rod and chain block.
Rule 07. Drilling machine should be at the height of the rod stuck-up.
Rule 08. Rodman and his subordinates should hold the rod and gradually bring it down to the bottom to avoid expansion of the tip of the rod, core barrel as well the bit.
Rule 09. The drill crews are responsible for good housekeeping inside and around the equipment.
Rule 10. When drill is to be moved on rough ground or ramps, the operator shall observe the stability and condition of the ground.

Section 11: Survey

- Rule 01. Transits and /or levels should not be carried attached to the tripods over a long distance especially over rugged terrain. They should be carried inside their respective cases.
Rule 02. Shall see to it that measuring tapes or chains will not be damaged or over-ran by any equipment.
Rule 03. Survey should coordinate with the supervisor concerned in any particular area where survey work is to be conducted so that proper safety measures could be implemented.

CHAPTER IV MECHANICAL SHOP OPERATIONS

Section 1: General Safety Rules and Regulations

- Rule 01. Machines or equipment shall not be operated unless these are in good order and all safeguards and safety devices are in place and in good working condition.
Rule 02. Safety and indicating device shall be properly maintained and check periodically from the damage and deterioration.
Rule 03. Wrong use of tools and other testing instruments and devices are strictly prohibited.
Rule 04. Cover guards, warning signs and other safety devices shall be temporarily provided before leaving an unfinished job.
Rule 05. Raised heavy weight machine parts for repair shall always be provided with appropriate wedges, support, stays, and other safety devices.
Rule 06. Machine repair areas, as much as possible, shall be free from spillage of lubricants and other similar products.
Rule 07. "Horse playing" playing during working hours is strictly prohibited.
Rule 08. In any area where maintenance personnel are required to work, they should know the location of the fire extinguishers and control switches.

- Rule 09. Before disconnecting any line that has been under pressure, residual pressure shall be first released.
- Rule 10. Eye protection shall be worn in all hazardous location where flying fragment may injure the eye, i.e. side grinding or front grinding.
- Rule 11. On mobile equipment, the vehicle shall be safely parked before any work is started.
- Rule 12. Mechanical Shop Parking Area is intended only for Dump Trucks, Service Trucks, Official Vehicles, Heavy Equipment & other auxiliary units that will undergo repair.
- Rule 13. Vehicles without Job Request shall not be allowed to enter the Mechanical Shop. No Job Request, No Repair. No Parking.
- Rule 14. Machine or equipment that needs repair shall be tag of lock-out so as not to accidentally operate while it undergoes repair.
- Rule 15. Tags and locks are only to be removed when repairs are finished.
- Rule 16. The repairman or supervisor in-charge is the only authorized person who shall remove the lock and tag of the machine as he was one who attached them.
- Rule 17. Aside from machines, all works with sources of energy must implement the Lock-Out, Tag-Out System.
- Rule 18. Unauthorized removal of tags and locks will be subject for Disciplinary Action.

Section 2: Welding and Cutting Operations

- Rule 01. Only authorized persons shall operate and use welding and cutting equipment. Any welding or cutting job shall have the consent and knowledge of the supervisor. The shall secure Hot Works Permit from Safety Department.
- Rule 02. Welding or cutting operations on containers filled with flammable substance is strictly prohibited. For closed containers that contain flammable substances, operations should be undertaken only after these have been opened, emptied and thoroughly cleaned and freed from combustible gases and vapors .
- Rule 03. Employees directly engaged or assisting in welding or cutting operation shall be provided with proper and adequate personal protective equipment.
- Rule 04. Torch shall not be lighted or be struck when combustible gases and vapors are present.
- Rule 05. Welders shall always be equipped with appropriate portable fire extinguishers when assigned to do welding or cutting jobs.
- Rule 06. Welding machines shall be located at a safe distance from any tank or wash tank containing oil.
- Rule 07. Defective welding machine shall be reported immediately to the supervisor.
- Rule 08. Torch lighter shall be used for lighting.
- Rule 09. Electrode holder shall be insulated – when electrode holder is not in use the electrode shall be removed from the holder and the electrode holder should be hang or laid on a dry non-conducting surface where it will not come in contact with workers or electrically conducting materials.

Section 3: Working with Tools and Machines

- Rule 01. All hydraulic equipment shall be blocked and/or lowered before servicing.
- Rule 02. When using jacks, it should be aligned with the equipment. Before working, the jack's handle shall be removed, the equipment shall be blocked, and shall be supported by a vice. Do not rely on the jack alone to support the load.
- Rule 03. Nobody shall handle oxygen cylinders or apparatus with oily and greasy hands or gloves.
- Rule 04. Not in any circumstances, that oxygen under pressure shall be directed on to any oily surface.
- Rule 05. Users shall see to it that there are plenty of rooms before pulling on wrench or bar. Precautions shall be taken to prevent slipping.
- Rule 06. Grinding disc and wheels shall be operated only at speed recommended by the manufacturers. And grinding shall be done only as specified, i.e. side grinding or front grinding.
- Rule 07. When misused, compressed air can be extremely dangerous. Under no circumstances shall a worker aim an air hose at anyone.

- Rule 08. Before moving a vehicle, the horn shall be sounded and wait for 10 seconds before moving. (1-denotes forward: 2-denotes reverse.)
- Rule 09. Before starting any machine or vehicle, it shall be checked that anyone is safe and the area is clear.
- Rule 10. Observe maximum limits of every chain blocks.
- Rule 11. Safety devices shall be properly adjusted before operating the shears. Hands shall be kept clear of cutters.
- Rule 12. All defects in equipment shall be reported to the Supervisor. Machines should be regularly inspected for lubrication and maintenance.
- Rule 13. When working on heavy equipment or machinery which must be raised in position, it shall be locked securely against falling or shifting before starting the repairs. Do not depend on jacks, crane, sling, or chain blocks.
- Rule 14. The man in-charge of a repair job shall see to it that guards are placed upon completion of work.
- Rule 15. Rough edges from steel and ironwork shall be removed before releasing it from the shop.
- Rule 16. In opening the radiator of any equipment, be very careful about steam and/or hot water bursting out. Let the radiator cool down before opening especially after overheating.
- Rule 17. It is prohibited to clean grease, oil, or adjust place to machinery in motion.
- Rule 18. Reaching or passing of materials over or between moving parts or unguarded machinery is prohibited.
- Rule 19. Climbing over moving machinery is prohibited except where safer passage has been provided.
- Rule 20. Extreme care shall be taken when winding cable on to hoist drum to prevent injury of hands or any part of the body. Use hand gloves.
- Rule 21. Light and heavy vehicles with defective, brakes, transmission, and steering system should not be tested on busy or main haulage road.
- Rule 22. Tools shall be returned to designated storage after use. Do not leave tools or equipment where they create a hazard or carry them in such a way that they may cause an injury.
- Rule 23. Hoses shall be kept coiled and in their proper places when not in use.

Section 4: Electrical Construction and Installation

4.1: General Safety Rules and Regulations

- Rule 01. Ground circuit shall be regularly checked at reasonable intervals. Records of the same shall be kept as part of the mine records.
- Rule 02. Power lines that are no longer in use shall be removed or disconnected and properly secured from accidental connection.
- Rule 03. All electrical apparatus shall have adequate safeguards against fire and electrical shocks in case of failure of installations.
- Rule 04. At least two men shall work together especially, in hazardous jobs; such as working with or close to live conductors. When it is necessary for an employee to leave his companion, the person left behind shall work only outside the hazardous area.
- Rule 05. Safety switch for all electrical equipment should have proper identification.

4.2: Electrical Construction and Installation

- Rule 06. Electrical construction and/or installations shall be made in accordance with the approved plan.
- Rule 07. Temporary installation of electrical equipment device, instruments, and wiring shall be done under the direct Supervision of an authorized person and the materials used shall conform to the approved specifications.
- Rule 08. Installation of generators meters, exposed live wires, and moving parts shall be properly insulated and guarded.
- Rule 09. Warning signs against unauthorized entry shall be posted in the power station/generator set.
- Rule 10. The area immediately surrounding a power station house shall be kept free from grass, weeds, and other combustible materials.
- Rule 11. Adequate and appropriate fire protection equipment shall be provided in the power station houses/generator sets.

- Rule 12. Only duly authorized persons shall be allowed to work in the powerhouse/generator sets and appropriate warning signs shall be posted.

4.3: Repairs and Maintenance

- Rule 13. Power shall be shut off when making examination repairs or alterations of electrical installations. When this is impractical, the approval of the supervisor shall be obtained and all necessary precautions shall be taken.
- Rule 14. Repairs and maintenance shall be made according to standard procedures and manufacturers specifications.
- Rule 15. Removal and replacement of fuse holder or with approved rubber gloves. Fuses and disconnections shall not be pulled unless loads on the circuit are removed.

4.4: Working on Electrical Post or Poles

- Rule 16. Posts shall be free of any defects. Defective posts shall be supported until replacement is made.
- Rule 17. When working with electrical posts, use proper safety gadgets/instrument, such as skull guards, lifelines, etc.

4.5: Illumination

- Rule 18. Working areas shall be illuminated according to standard lighting levels.
- Rule 19. Incandescent lamps shall be installed in such a way that these do not come in contact with combustible materials.

4.6: Battery Rooms and Storage Battery Handling

- Rule 20. Smoking, welding and use of open flames and sparks shall be prohibited in battery charging rooms. Warning signs shall be posted.
- Rule 21. Battery rooms or charging areas shall be provided with adequate ventilation.
- Rule 22. The control switch shall be opened first before connecting or disconnecting battery charging cords or loads.
- Rule 23. Rubber gloves, eye, and face protections shall be worn when handling electrolyte solution.

CHAPTER VI

ASSAY LABORATORY AND SAMPLE PREPARATION

Section 1: General Safety Rules and Regulations

- Rule 01. Beakers shall not be used for coffee cups or drinking glasses.
- Rule 02. Apparatus made of glass shall be handled very carefully. Undue force shall not be used in pushing glass tubing into rubber stopper – use lubricant.
- Rule 03. First aid facilities should be readily available. All personnel in the section should know applications of this first aid especially of antidotes for poisons.
- Rule 04. Emergency eye wash and shower shall be provided.
- Rule 05. Safety switch for all electrical equipment should have proper identification.
- Rule 06. Signs of faulty wiring and other electrical defects should be reported right away to concerned authorities.
- Rule 07. The electric oven should be used exclusively for drying samples.
- Rule 08. Cooking for whatever purpose inside the laboratory other than for laboratory use is strictly prohibited.
- Rule 09. Only authorized persons shall be allowed inside the laboratory and analytical room.

Section 2: Handling of Chemicals

- Rule 01. Always treat/regard all chemicals as poisonous, toxic and corrosive materials. Be aware of their toxic properties and always take necessary precautions before using.
- Rule 02. When handling chemicals, avoid contact with the body particularly the eye and mouth.
- Rule 03. All containers must be labeled correctly and clearly. Unidentified reagents should never be used.
- Rule 04. Empty containers especially those of acids should be rinsed with water before disposing. If distributed to people for household use, instructions for thorough cleaning/washing should be given.
- Rule 05. Opening of containers of compounds that release toxic gases should be done in a fume cupboard.
- Rule 06. Necessary and appropriate protective equipment shall be used when handling and/or working with chemicals.
- Rule 07. Chemicals like peroxides and nitrates that tend to cause violent explosions and fire should be handled with caution. It shall be stored in a cool and ventilated area.
- Rule 08. Spillage of acids and other reagents shall be removed and shall be flushed out with water immediately.
- Rule 09. In diluting acid with water, the acid shall be poured into the water with constant stirring. Water shall never be poured into the acid.
- Rule 10. Extreme care shall be taken about hydrochloric acid. Contact with it can go unnoticed for some hours and the resulting burn is painful and difficult to heal. It generally leaves scar.
- Rule 11. Use appropriate PPE to avoid Inhaling of chemical fume.
- Rule 12. Utmost caution shall be taken when using acid. It can explode on contact with organic materials.
- Rule 13. Eating or smoking is prohibited while working with chemicals.
- Rule 14. Only authorized personnel (Chemist and trained laboratory aides) are allowed to handle chemicals.

Section 3: Housekeeping & Wastes Disposal

- Rule 01. Always maintain a clean and orderly working area.
- Rule 02. Floors should be kept dry, as possible and walkways should be free from obstacles.
- Rule 03. Broken glass wares and unnecessary sharp objects should be thrown at containers intended for them.
- Rule 04. Chemical wastes should not be thrown anywhere. Dispose of chemical wastes should be in accordance with the environmental management system. Done in especially designed pit or container.
- Rule 05. Sample rejects should be heaped at areas away from vehicular passageways.

Section 4: Wearing of Protective Clothing and Gadgets or Proper use of Tools and Equipment

- Rule 01. Lab gowns and working shoes should always be worn while working in the laboratory.
- Rule 02. Gloves, respirators and face shields should always be made available and be worn if work calls for them.
- Rule 03. Instrument used (especially measuring instruments) on one reagent should never be used on another reagent without cleaning if first.
- Rule 04. Unauthorized person is prohibited from operating equipment or tools he is not trained.
- Rule 05. Crusher should be at full stop when cleaning.
- Rule 06. Defective tools should never be used. They should be repaired or replaced.

**CHAPTER VII
WAREHOUSE SECTION**

Section 1: General Safety Procedures on Warehousing

- Rule 01. Smoking shall be absolutely prohibited especially in storage areas where flammable materials are stored and a sign to that effect shall be conspicuously displayed.
- Rule 02. One shall use only properly designed appropriate ladders.
- Rule 03. Materials shall not obstruct fire extinguishers, electric switches and fuse boxes.
- Rule 04. Highly combustible materials such as paints, lacquers, chemicals and the like shall be stored in separate building.
- Rule 05. Climbing directly on materials, bins, or shelving is prohibited. Use appropriate ladder when climbing.
- Rule 06. Hand trucks, pushcarts or any material should not obstruct into the aisles.
- Rule 07. Good housekeeping should be practiced at all times in all areas.

Section 2: On Storing Compressed Gas Cylinders

- Rule 01. One shall not remove or change number or mark stamped on cylinders.
- Rule 02. Cylinders shall be rolled on bottom edge but never dragged.
- Rule 03. Cylinders should not be nor be made to strike against each other.
- Rule 04. Cylinders shall not be used as rollers, supports or for purpose other than to contain gas.
- Rule 05. One shall always consider as full and shall be handled with care.
- Rule 06. Acetylene and liquefied fuel gas cylinders shall be stored with the valve end up.
- Rule 07. Cylinders are not designed for temperature in excess of 54°C (130°F). Accordingly, they shall not be stored near sources of heat or near highly flammable substance like gasoline.

Section 3: Flammable Liquids

- Rule 01. Smoking is strictly prohibited or any ignitable materials which cause fire.
- Rule 02. Storage of flammable liquids in open container shall not be permitted. Approved containers for flammable liquid shall be closed after each use and emptied.
- Rule 03. Gasoline or diesel truck shall be filled at designated locations preferably in the open air with filling hose and equipment properly grounded.
- Rule 04. Great care should be exercised in handling gasoline, oils, paints, and other volatile materials. Open flames, lighted cigars or cigarettes should be kept away from them.
- Rule 05. No vehicles shall be refueled until its engine is shut off, and no smoking or open light shall be permitted in the refueling area.

Section 4: Storage

- Rule 01. Heavy, slender objects if stored up – right shall be well secured against toppling down.
- Rule 02. Rolling objects when stored on open shelves shall be properly blocked or wedged.
- Rule 03. In multiple decking, heavier material shall be stored on the lower levels, small and easily handled objects shall be in the upper decks.
- Rule 04. Items stored on the shelves must not protrude out into the aisle.
- Rule 05. Shall refer to the manufacturer's guide when storing highly combustible materials.

Section 5: Unpacking

- Rule 01. Cutting strapping from bound containers causes many injuries. Use the Following procedures:
- Check for the loose ends or broken bands: remove and dispose.
 - Do not handle with your hands.
 - Use strapping cutter. Do not try to break by leverage.
 - Be sure that everyone is in safe distance and will not be struck by loose ends.
 - Make square cut, never on an angle.
 - Eye protection and gloves must be worn.

- g. Place bands in special container for disposal.

- Rule 02. Safety carton opener must be used on cardboard containers. Ordinary knives are dangerous.
 Rule 03. When unpacking, nails must be removed or bent over. Wires must be bent back.
 Rule 04. Broken glass must be placed in a special container and marked. Never put glass, razor blades or other sharp objects in waste paper baskets.
 Rule 05. Smoking should be avoided when unpacking.

CHAPTER VIII CONSTRUCTION AND CARPENTRY

Section 1: Safety Rules in Carpentry Shop

- Rule 01. Carpentry Shop is restricted to non-construction personnel or any non-authorized worker.
 Rule 02. Toolboxes must not be scattered but be safely kept in a provided cabinet after a day of work.
 Rule 03. Waste material such as plywood, sawdust, etc., must be cleaned before leaving the shop.
 Rule 04. Glasses or any breakable items must be properly kept.
 Rule 05. Nails shall not be scattered and be properly placed in a nail box after use.
 Rule 06. Flammable paints, thinner, or gasoline must be kept separately from muriatic acid, and appropriate label should be made in the gallon/container and also on the cabinet where these flammable liquids and acid are stored.
 Rule 07. Tools like hand shovel, digging bar, or any sharp pointed tool; etc. shall be placed in one safe place.
 Rule 08. Any unnecessary tools or material should not be displayed in the passage.
 Rule 09. Always wear precautionary safety devices such as respirator and safety glass during sanding and varnishing work.
 Rule 10. Do not attempt to operate electrical equipment like planer, electrical drill and sander if your hands, feet and body are wet.

Section 2: Construction, Extension, Demolition, and Renovation Works

- Rule 01. Prior to any major and heavy construction works commences a thorough geo-technical investigation of the proposed area should be undertaken to ensure its safeness from geo-hazard processes.
 Rule 02. Install suitable signs or placards before start of a project and remove the same after the project completion.
 Rule 03. Install 4 paralleled horizontal rope as perimeter fence in case the job to be made like one room extension, foundation, and excavation and remove the same after the project completion.
 Rule 04. Install scrap G.I. sheets/plywood's as perimeter fence in case the job is big like constructing two (2) or more stories building and big demolition/renovation and remove the same after the project completion.
 Rule 05. Only construction personnel or any other authorized person is allowed in the job site which has a perimeter fence mentioned in *Rule –3&4* because the area will be restricted to other people.
 Rule 06. If the project is under contract, the contractor shall comply and observe safety rules of the job.
 Rule 07. Employees shall not work directly above other worker except in cases of absolute necessity and in such case all precautions shall be taken to ensure the safety of the men below.
 Rule 08. When men are working overhead, no person shall be permitted to pass or stay underneath and materials/tools shall never be thrown or freely dropped. These shall be lowered with a rope.
 Rule 09. It shall be prohibited to leave loose material such as bottles, cans, metals, and wood scraps along passageways, platform, or scaffolds.
 Rule 10. Before working on a scaffold or platform of any description, one shall personally see that the supports are properly erected and in safe condition.
 Rule 11. Platforms and scaffolds of permanent construction and installation shall be provided with adequate guardrails.

- Rule 12. Openings along passageways shall be adequately guarded or barricaded off and conspicuously marked.
- Rule 13. Before piping installation work is done the pipeline should be shut-off, valves locked or tagged and the section of the line relieved of pressure or drained.
- Rule 14. During road works adequate warning signs shall be provided at approaches of at least (50) meters from the working areas, adequate detour signs shall be provided when road is under repair or is not possible.
- Rule 15. During excavation works *Rule – 3* shall be observed and followed. Excavated materials shall be kept away at a safe distance from the edge of the hole, if necessary proper cross walks or double planks shall be used to get a cross the other side. Skull guard shall be worn while doing the digging job. Hole shall be adequately illuminated especially at nighttime.
- Rule 16. For demolition work *Rule – 4* shall be observed/ followed and definite plan shall be carefully studied on the structure. Ids-energized electric wires, glasses-sashes shall be removed first before the start of demolition and the employees shall be required to wear appropriate safety devices.
- Rule 17. During demolition all displaced materials shall not be stored at any portion of a structure in excess of its safe carrying capacity. Old material/rubbish shall be removed immediately and shall not be allowed to accumulate neither on floors nor on the ground just outside the building.
- Rule 18. Walls during demolition shall be left stable with no danger of being overturned at the end of each working.
- Rule 19. To install ladder, never place it in front of doors that open towards the ladder unless the door is locked. Never place near live electric wiring/ operational piping when damage may be done. Never use defective ladder unless it is repaired grease and obstruction. Ladder be installed not greater than 70° from horizontal and be fabricated with interval of 35 cm. between rungs.

Section 3: Pipefitting

- Rule 01. The hands should be protected from sharp burrs and thread when piping and fitting. Wear suitable gloves when handling sheet metals.
- Rule 02. Before blowing out chips from a machine or pipe; make sure no one is in line with the air stream.
- Rule 03. Do not look through a pipe that is being heated.
- Rule 04. Pipes should be carried in such a manner that they will not strike any person.
- Rule 05. Any shafting materials extending from pipe threading machines should be guarded and suitably marked.

Section 4: Hand and Portable Power Tools

- Rule 01. Make sure that tools you use are in good condition. Defective tools, such as axe, chisels with mushroom heads, tools with loose handles, files without handles, and wrenches with deformed laws should not be used.
- Rule 02. Only wrenches of the proper size should be used on any job. Improved extension of wrench handle to obtain more leverage should be avoided.
- Rule 03. When using a wrench, protect the hands and brace and the body to keep from falling, in case the wrench slips.
- Rule 04. Sharp or pointed tools should not be left with edges or points turned up and when carried in an employee's pocket. Cutting edge or piercing end should be well covered.
- Rule 05. Tools and materials should be placed in a safe position or inside a container when working in an elevated position/location to prevent from falling.
- Rule 06. Hard hammers should not be used to strike a hardened tool or machine part. Flying chips may cause injury. Use soft hammer or a striking block between hammer and object.
- Rule 07. Tools should not be tossed or thrown to anyone.
- Rule 08. Power tools with broken electric plugs or insulation should be sent to the electrical shop for repairs. Do not attempt to do your own electrical repair.
- Rule 09. When cutting bolts, nuts, rivets, etc., chipping or shearing shield should be used where possible to keep scraps from flying.
- Rule 10. A screwdriver should not be used on electrical work if the blade or rivet goes all the way through a handle.
- Rule 11. Plugs should be pulled out before changing drills, saw blades, and grinding wheel, etc. on power tools.

- Rule 12. If possible, power tools should not be used while standing on wet surface.
 Rule 13. Always wear proper protective equipment when using power tools, including but not limited to skull guard, gloves, safety shoes and protective glasses.

Section 5: Materials Handling

- Rule 01. When two or more men are lifting together, one man shall give the sign to lift or lower in unison. Keep in step when carrying. If the object is being carried on the shoulders, use the same shoulder.
 Rule 02. Pull heavy hand trucks or dolly's up and incline. Do not push.
 Rule 03. Push wheelbarrows. Do not pull.
 Rule 04. Watch your fingers; keep clear of pinch points especially when carrying materials through passageways or doorways.
 Rule 05. A cradle or a box must be used when cylinders are being hoisted.

Section 6: Painting Works

- Rule 01. Food shall be kept away from spray painting sites.
 Rule 02. Proper ventilation shall be ensured or provided when painting.
 Rule 03. Shall not perform painting work when it contaminates the air breathed by other employees.
 Rule 04. Shall not apply spray gun if paint contains material injurious to expose human body and when acid is used in washing buildings. Goggles, rubber gloves rubber suites or the building washer shall wear other suitable protective equipment.

CHAPTER IX FOR PUMP BOAT

- Rule 01. The passenger of the pump boat must not exceed its maximum capacity.
 ➤ MARC – 01 - 30 passengers
 ➤ MARC – 02 - 10 passengers
 ➤ MARC – 03 - 20 passengers
 Rule 02. Prior to depart, pump boat passenger shall be aware of the location of life jacket for them to easily get in case of emergency.
 Rule 03. Pump boat passenger shall follow the sitting arrangement set by the pump boat operator.
 Rule 04. During voyage pump boat passenger shall avoid transferring from one place to another.
 Rule 05. Pump boat passenger shall avoid rocking the boat.
 Rule 06. Pump boat passenger shall wait for the signal of pump boat operator before getting out.
 Rule 07. Avoid pushing when getting out the pump boat.

CHAPTER X COMPLIANCE WITH MINE SAFETY AND HEALTH RULES AND REGULATIONS

- Rule 01. All employees are required to know, understand, and comply with the Mine Safety and Health Rules and Regulations as provided by the Mine and Geo-sciences Bureau (MGB) and all other Safety and Health Rules and Regulations herein provided.
 Rule 02. Ignorance shall not be accepted as an excuse for a breach of the provisions contained herein or as laid down in the MGB Mine Safety and Health Standards.
 Rule 03. Any employee who violates any of the safety rules and regulations or commits any careless act which might endanger himself, his fellow workers, or company property will be subjected to a disciplinary action.
 Rule 04. All employees including supervisors/foremen and members of Safety Committees shall promptly report all unsafe acts of his fellow employees and unsafe conditions in the workplace to either his immediate Supervisor or Safety Officer and route them to the following Offices:
 a. Department Heads / Direct Supervisors Concerned (for immediate action)
 b. Mine Safety Office (for investigation and follow-up of the case)

- c. Central Safety and Health Committee
 - d. File Copy
- Rule 05. Any person, who willfully obstructs, harasses, and threatens the Safety Officer/Safety Inspector/Safety Committee members, their duly authorized representatives and employees in the performance of their duties and responsibilities shall likewise be charged or subjected to a disciplinary action.
- Rule 06. Since safety is an individual responsibility, every employee should use his common sense, and good judgment when confronted with situations and conditions where safety rules and regulations provided herein does not apply.
- Rule 07. No tourists, sightseers and other visitors shall be allowed to enter a mine area without proper authorization from Mine Safety Office. There shall be at least one escort for the group. During Sundays/Holidays approval will be referred to the Officer of the day (OIC).
- Rule 08. All resources and equipment should be park and transfer to the high ground, and not to near the rivers and slope that are prone to flash floods and landslide due to unfavorable weather condition.